



**Minutes of the Board of ESNZ Endurance
Held from 3.25pm on 5th July 2019
At Redwood Hotel, Christchurch**

Present:

Marie Wakeling (Chair)	MW
Sue Billigheimer	SB
Jess Kennedy	JK
Daryl Owen	DO
Jenny Weston via Zoom	JW

Apologies Shane Dougan, Louisa Muir

In Attendance: Jo Lankow – Endurance Administrator & Minute Taker JL

1. Welcome:

Marie welcomed everyone to the meeting.

2. Conflicts relevant to the agenda:

None

5. Minutes of Previous Meeting – 23rd May 2019

The Board agreed that the minutes of the meetings held on the 23rd May 2019 were a true and accurate record.

Moved: Marie/Sue

Minutes approved for publication.

Action: JL

6. Matters Arising from Previous Minutes

Nil

7. Action List

Dana has contacted but is still waiting for a reply.

8. Mini Schedule and Results Cover Sheet

Discussion on the proposed changes to the Supplementary Rule.

Rule changes approved as follows with a new procedure for checking of mini schedules:

2.3 Levies, Results, Mandatory Rest Reports, Results Cover Sheet

c) Results Cover Sheet must be forwarded to the Sport Administrator within five days of the event.

d) ~~All event documentation~~ The Results and Mandatory Rest Reports must be sent to the Sport Administrator within 10 days of the event date. All results must be in an approved ESNZ Endurance format

2.4 Mini Schedules

d) The event shall be cancelled if the schedule is unable to be approved 48 hours prior to the commencement of pre-ride vetting for the event.

Procedure for Checking of Mini Schedules

The mini schedule will be sent through to the TD and the Endurance Sport Administrator (ESA) a MINIMUM of 7 days prior to the event.

The ESA will check eligibility of officials and advise the TD.

The TD is responsible for ensuring all other information is correct and approved prior to allowing the event to proceed.

The TD to sign the schedule as approved and returns a signed copy to the club and the ESA.

Moved: Marie/Sue

- Update rules and put on Club Liaison Facebook page

Action: JL

9. National Champs Hosting Agreement

Typo to be corrected and change club name to Waitaki Endurance and CTR Club **Action: JL**
Hosting Agreement approved

10. ESNZ Drug and Alcohol Policy

The Board are OK with the policy and have no feedback to provide on it.

Advise ESNZ that Board have no feedback to provide

Action: JL

11. FEI Vet Course

- We need to hold vet courses as course requirements for most of our FEI vets will expire in May 2020.
- Application to hold a course in 2020 needs to be with the FEI by 31st July 2019.
- Jenny to circulate the information to the vets to see who will be interested in attending.

Action: JW

12. Inwards Correspondence

- Letter from ESNZ Board re Bylaws
 - Approval given to change Board meeting quorum from five to four on the condition that in the event of a 2-2 vote the issue will go back to the full Board for a final decision.
- Letter from ESNZ re Service Fee
 - Fees have been increased.
- Letter from S Reid
 - Reply already sent.
- Email from Equestrian Australia
 - Acceptance of Invitation to send a team for a Trans-Tasman competition at Waiouru in December 2019.

12. Reports

- Junior/Youth Report noted as read and accepted.
 - Letter to be sent to Pip Mutch advising the following: **Action: MW**
 - Adult supervision required at all times and especially is sleepovers are held.
 - No letter was received by the Board.
 - A template is being developed for future reports.
- General Reporting
 - Reports only need to be sent in when there is something to report rather than for each Board meeting.
 - Report templates to be developed for each sus-committee.

Action: JL, MW, SB

13 General Business

None

23. Next Meeting

To be held at The Redwood Hotel, Christchurch at 8.30am on the 7th July.

18. Close of Meeting

There being no further business the meeting closed at 5.00pm.