



**Minutes of the Board of ESNZ Endurance
Held from 9.15am, 7th July 2019
At The Redwood Hotel, Christchurch**

Present:	Marie Wakeling (Chair)	MW
	Paula Adams	PA
	Sue Billigheimer	SB
	Jess Kennedy	JK
	Daryl Owen	DO
	Jenny Weston	JW

Apologies: Shane Dougan

In Attendance: Jo Lankow – Endurance Administrator & Minute Taker

1. **Welcome:** Marie welcomed everyone to the meeting with a special welcome to Paula.
2. **Conflicts relevant to the agenda:**
Jenny – Trans-Tasman
Paula – Trans-Tasman
3. **Risk Register**
Risk Register was updated. Copy to be forwarded to ESNZ **Action: JL**
4. **Code of Conduct**
All members need a reminder of the Code of Conduct. Daryl to write an article for publication in The Distance. **Action: DO**
4. **Letters of Appreciation**
Letters of appreciation to be sent to Louisa Muir, Kelly Haywood, Lynda Clark, Don Robertson, Vicki Glynn and Warren James. **Action: JL**
5. **Trans-Tasman**
 - Selectors – Jenny and Paula left the meeting while the discussion took place for the selectors roles.
 - The applicants were discussed and it was unanimously agreed to appoint Andrea Smith and Jenny Weston to as the Trans-Tasman selectors. **Moved: Marie/Sue**
 - ToR required for the selectors. Check to see what is on file. **Action: JL**
 - Chef d' Equipe
 - No applications received for the Chef role so the position to be re-advertised on 12th July with applications closing the following Friday..
6. **Appointments**
The following appointments for 2019-2020 were made:
 - Board Chair – Marie Wakeling

- Board Vice Chair – Sue Billigheimer
- Veterinary – Jenny Weston
- Treasurer – no appointment made.
- Finance Committee – Sue Billigheimer (chair), Jess Kennedy, Marie Wakeling
- Cheque Signatories – Sue Billigheimer and Jessica Kennedy. Warrick Allen is also a signatory
 - Organise change of signatories **Action: SB**
- Board Member on CTR Committee – Sue Billigheimer
- Board Member on Endurance Technical Committee – Paula Adams, Jenny Weston
- Chair of TC – Jenny Weston
- Officials Training Panel – Marie Wakeling, Heidi Bulfin, Helen Bray, Paula Adams
 - ToR for OTP to be changed so TC Chain does not need to be the OTP Chair and OTP can elect their own Chair **Action: JL**
- Endurance Rep on ESNZ TC – Murray Smith
- Endurance Reo on NI NEC – Daryl Owen
- Endurance Rep on SI NEC – Sue Billigheimer
- ESNZ Board Rep – Sue Billigheimer
- Publicity – Daryl Owen, Jess Kennedy
 - Change to Publicity Team instead of Publicity Committee
- Sponsorship – Vicky Whitehead, Deirdre Bartlett, Sue Billigheimer, Jess Kennedy

7. **Endurance Seminars & Development and Mentoring Program**

Andrea Smith and Sue Reid joined the meeting at 10am to discuss the upcoming Seminars and the Development and Mentoring Program..

Andrea and Sue had asked if there could be a separate bank account for the seminars but were told no but any profits can be recorded and go towards the following year's seminars.

- Andrea and Sue to advise Sue B of any upcoming expenditure and if reimbursements are required they will be made within a week of receiving invoices/receipts.
- Promotion of seminars etc. needs to go on the ESNZ Endurance facebook page first and can then be shared from there to other pages.
- Request those attending the seminars to write reviews.
- Advertise now for the 2019-2020 Development and Mentoring combinations.
- Board reports only required when relevant to what is happening. A report template will be supplied.
- Publicise the achievements of the D & M riders after they have achieved their goals.
- Article on the D & M riders to be written for The Distance.

Andrea and Sue thanked the Board for their time and left the meeting at 10.35am.

8. **2020 AGM**

Discussion on what weekend works best.

- Must be held in July as per the Bylaws.
- Need to be held in the first half of July to allow time for everything to be ready for start of the season.
- Decision made to hold the first weekend in July.
- Will be in the North Island with location still to be decided.

9. **Meeting Dates**

- Board Meetings
 - 24th September - Wellington
 - 23rd November - Palmerston North
 - 15th February – Palmerston North

- 09/10th May – Palmerston North
- Zoom meetings as required

Book ESNZ Boardroom, if available, for September meeting.

Action: JL

Meeting room to be organised for November and February meetings.

Action: JW

- Forums
 - South Island 2nd May at Christchurch
 - North Island 09/10 May at Palmerston North
 - Board Chair and TC Chair to attend both forums.

Moved that flights to the South Island forum be reimbursed for the Board Chair and TC Chair

Moved Sue/Daryl

- Forum venues to be organised

Action: SB & JL

10. FEI Draft Endurance Rules

- Once the draft rules are received from the FEI send them out to the members. **Action: JL**
- Advise the members of the date the Board need comments on the rules by as well as the FEI timeline. **Action: JL**

11. New Annual CTR Award

The Board agreed to add the proposed new CTR Award to the Supplementary Rules.

Moved: Sue/Jess

10: Strategic Focus

Marie said she felt the Board had too many strategic focuses and that they should just concentrate on a results system and fund raising.

Suggestions for the fundraising were:

- Focus fund raising in the opposite Island to where the Nationals are being held.
- Bike rides
- Treks
- Quiz nights
- Align with a charity e.g. RDA

Daryl agreed to take charge of the fundraising and said she would get in touch with a contact she had who may be able to help with the marketing. **Action: DO**

11. Toft Sponsorship

- Peter has committed to the sponsorship for five years.
- How it is used is at the discretion of the Board.
- To be added to the agenda for the next Board meeting to give time to think how it should best be spent. **Action: JL**

12. General Business

- **Budget**
 - The phasing for some items still needs to be tweaked.
- **New Procedure for Schedules**
 - Send out to clubs and officials **Action: JL**

- **ESNZ Complaints Policy**

- A Ground Jury will now be needed for all events. Add to agenda for next Board meeting.

Action: JL

13. Close of Meeting

There being no further business the meeting closed at 12.00am