



**Minutes of the Board of ESNZ Endurance
Held from 9.35am on 24th September 2019
At ASB Sports Arena, Kemp St, Kilbirnie**

Present: Marie Wakeling (Chair) MW
Sue Billigheimer SB
Daryl Owen DO
Paula Adams PA

Apologies Shane Dougan, Jenny Weston, Jessica Kennedy

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

1. Welcome:

Marie welcomed everyone to the meeting.

2. Conflicts relevant to the agenda:

Sue – Toft Sponsorship
Daryl – Toft Sponsorship
Paula – Toft Sponsorship

5. Minutes of Previous Meeting – 5th July 2019 and 7th July 2019

The Board agreed that the minutes of the meetings held on the 5th and 7th July 2019 were a true and accurate record.

5th July

Moved: Daryl/Sue

7th July

Moved: Paula/Daryl

Minutes approved for publication.

Action: JL

6. Matters Arising from Previous Minutes

Nil

7. Action List

Cheque signatories completed
Code of Conduct article still to be written.
Jenny to confirm meeting room for November and February.

Action: DO & JK

Action: JW

All other actions completed.

8. Toft Sponsorship

Discussion on how to allocate the sponsorship received from Toft Endurance. Some clubs have been in direct contact with the sponsor and think the allocation will be the same as it was for 2018/2019. This year the sponsorship has been given to the Board to use in the best interests of the sport and to allocate as the Board see fit.

- Marie suggested the sponsorship be allocated as follows:
 - 3* Championship Events \$2000 each
 - 2* Ruahine Event \$1500
 - 1* Canterbury Event \$1000

- Contribution towards FEI fees \$1000
- Uniforms and trophies for Trans-Tasman \$500

Moved Marie/Sue

Unanimous decision

- Draft letter to go to the five clubs. **Action: MW & SB**
- The Trans-Tasman share of the sponsorship to be allocated for:
 - Uniform for NZ Team Riders and Chef
 - 8 Trophies for NZ and Australian Team Riders
 - Any leftover funds to go towards the meal for the Teams.
 - Trophies to be engraved with ESNZ Endurance logo and Trans-Tasman 2019.
 - Source trophies **Action: PA & SB**

9. Full Ground Jury at Events

In line with the new complaints procedure we need to ensure the riders have access to a Ground Jury at all events. Currently endurance events with rides of less than 80km (if not part of Intermediate Series) and CTR non-points events only require a Technical Delegate. Don't want to make it more difficult for the clubs to hold these events so following decision made:

- If an event only requires a TD then the club must nominate on the schedule the name of a suitably qualified official to fill the role of the PGJ. This person does not need to be at the event but must be contactable during and after the event if required.

10. Finance Committee

- Updated Terms of Reference approved. **Moved: Sue/Marie**
- Jenny Weston added to finance committee **Moved: Sue/Marie**

11. South Island Champs FJ/TD

- Lone Aalekjear Hansen (Denmark) approved as the FJ/TD for South Island Champs.
- Lone also approved for the same roles at North Island Champs.

12. Trans-Tasman Team

- The selected team was endorsed by the Board.
- Announcement to go on the website. **Action: JL**
- Marie will contact Andrea to discuss arrangements for the teams. **Action: MW**

13. Respect for Time

- Everyone needs to be aware of everyone's time constraints.
- Board members and Jo are not available 24/7.
- Daryl to write an article and Sue will post it online. **Action: DO & SB**
- Due to people not always being available a third person needs to be added for the online payments. Add to agenda for next meeting. **Action: JL**

14. Work Flow/Momentum

- When Board members send an email replies are required within a reasonable timeframe otherwise the momentum is lost which results in delays in getting things done.
- A cut off time needs to be set for email replies.

15. Claiming Rides

- Claiming one ride done prior to the horse being registered is an exemption to the Membership/Registration policy as results for unregistered riders and horses are not meant to be recorded.
- Other disciplines cannot claim results for a competition done prior to their horse being registered.
- Plan required of how to promote what is causing the issues.
- Need to get more engagement so the members do actually read the information that is sent out to them.
- Technical Committee to decide on a procedure for entering the DVC's in the logbooks when a horse has been registered but the logbook not received or if the logbook has been accidentally left at home when horse is at an event. **Action JW**

16. FEI Schedules

- ESNZ advised Marie that Warrick will no longer be forwarding the endurance schedules to the FEI. Jo will do this in the future.

17. Publicity

- Daryl advised that good articles are being received from some members for the Distance.
- If no event write up is received Daryl writes an article from Facebook posts and forwards to the club for checking before publication.
- No articles being received for the website.
- Articles need to go on the website as the website has a wider viewing audience than the Distance. The Distance is mainly seen by those already involved in the sport.
- Content on endurance sponsors needs to go in the Distance.
- John Archer will hopefully be taking photos at the Trans-Tasman so these will be able to be used for publicity.
- Bios need to be written on the Trans-Tasman team members. **Action: DO & JK**
- Article to be written on the history of the Trans-Tasman **Action: DO & JK**

18. Fund Raising

Discussion on where the fund raising is at for this season.

- No fund raising activities have been put in place as yet.
- Ideas and assistance required from clubs for fund raising events.
- Approach people to assist with marketing. **Action: PA**

19. Sponsorship

- Dunstan has been secured as a sponsor for 2019/2020.
- Members copying links to Kiwi Endurance and promoting products makes it difficult to get sponsorship from those companies as they are already getting free promotion.

20. Results System

- Sue put a post on the group Facebook page but no response from most of the group members.
- Dave has been having a look at the system that Canterbury Club used previously.
- Jo to provide contact details to Sue for an Australian system. **Action: JL**

21: Rural Sports Awards

Marie suggested that Endurance nominate Murray Smith for the Rural Sports Awards. Marie will organise the nomination. **Action: MW**

22. Casual Memberships/Registrations

- Clubs are responsible for checking entries and ensuring the results correctly reflect which riders are required to pay a casual membership and which horses require a casual registration.
- It is not up to Jo to check those without ESNZ numbers on the results just in case they do happen to be a current member.
- Clubs will not be re-invoiced or credited for casual fees if the club has failed to put the ESNZ membership number on the results.
- Advise Waitaki Club of above. **Action: SB**

23. Inwards Correspondence

- Email from Sharon Nisbett – reply already sent.
- Letter from Development & Mentoring Team
 - Programme members have been approved and Andrea and Sue advised.
- Letter from Nelson Club.
- Letter, constitution and membership list from Mt Linton Club
 - Constitution to be checked and if all in order then reply to Mt Linton advising their affiliation has been approved and they will be affiliated as soon as the affiliation fee is paid. **Action: JL**
 - Arrange invoice for affiliation fee. **Action: SB**
 - The Board will help facilitate an Officials Course for the club.
 - If the club wishes the Board will assist with sourcing officials for their first one or two events.

It was moved that the inwards correspondence be accepted. **Moved: Marie/Daryl**

24. General Business

- Ratification of Finance Officers.
 - Moneyworks will be handled by ESNZ at a cost of \$1550. This includes monthly reporting against budget and invoicing.
 - Finance Committee will be responsible for setting up and approving payments, filing, coding against bank statements.
 - Jenny will do the monthly spreadsheets.
- Google Drive
 - Set it up so the following can be included:
 - Sponsorship
 - Funding
 - Finance
 - Fundraising
 - Publicity
 - Induction Manual
 - Awards
 - Results
 - Board Minutes
 - Meeting Papers
 - Discuss further at next meeting. Add to agenda **Action: JL**
- Gift Voucher For Sharon
 - It was moved that a garden voucher to the value of \$200 be purchased as a token of appreciation from the Board. **Moved: Sue/Marie**

Unanimous decision

25. Next Meeting

To be held at Palmerston North on 23rd November 2019.

18. Close of Meeting

There being no further business the meeting closed at 1.25pm.