



## Meeting Minutes

Endurance Board Meeting  
Sunday 26<sup>th</sup> June 2022 at 9:00am  
Venue: Ibis Hotel Christchurch

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**Present:**

Sue Reid (Chair)	SR
Sue Billigheimer	SB
Nick Page	NP
Ron Guest	RG
Marga Marshall	MM
Kate Honour	KH
Petria Haigh	PH
Julian Bowden (ESNZ CEO)	JB

**In Attendance:** Wendy Farnell

### 1. Welcome

Sue welcomed everyone to the meeting.

### 2. Meeting Administration

- Conflicts relevant to Agenda – Sue B and Marga will be on the OC for Nationals 2023
- Board Code of Conduct signed by Petria Haigh and Kate Honour
- Risk Register – Kate advised that this needs in depth investigation. Julian advised that he can share the ESNZ Risk of Register / Health & Safety Plan Kate to update the Risk Register when this information has been received

**Action:** KH

- Board Disclosure Register – completed

### 3. Items for Decision

- Annual Appointments

- Board Chair - Sue Reid - Nominated by SB / Seconded by KH
- Board Vice Chair - Sue Billigheimer - Nominated by SR / Seconded by NP
- Veterinary Panel - Nick Page - Nominated by SR / Seconded by SB
- Finance Committee - Ron, Sue R, Marga - Nominated by SB / Seconded by KH

- Bank Account Admins - Ron, Sue R, Marga - Nominated by SB / Seconded by KH
- Board representative for Endurance Technical Committee – Sue B - Nominated by SR / Seconded by KH
- Chair of Endurance Technical Committee – Sue B
- Board representative for CTR Committee - Petria
- Board representative for Officials Training Panel - Ron
- Members of Officials Training Panel – Ron/Heidi (Acting), Wendy
- Endurance representative for ESNZ Board – Sue R
- Endurance representative for NEC Taupo Committee - Kate
- Endurance representative for NEC Christchurch Committee - Sue B
- Endurance representative for ESNZ Technical Committee - Sue B
- Endurance representative for NEC Christchurch Committee - Sue B
- Endurance Juniors/Young Riders Development– this has been led by Jane Ferguson and Leanne Ireland for the past 2 seasons

Sue R will check if they are happy to continue with this

**Action: SR**

- High Performance - Sue R

It was agreed that there should be a focus on representation rather than results.

Julian advised that HP is driven by each discipline and that a clear strategy is needed.

Nick Mentioned that FEI will be focussed on World Champs, however non-FEI events could be a pathway to FEI

- Advisory Team – Implementation of the outcome – Ron, Tony, Sue B
  - Marketing - Kate
  - Sponsorship - Kate
  - Communication & Social Media – Petria
    - (communication/administration relating to events, updates & compliance will be covered under Sports Administration)
  - EVO – Sue R, Sue B, Ron
- EVO is due to kick off in July
- Sue B asked if we could use EVO to send communication. Julian mentioned that we can also send communication through the database
- Sue B suggested to setup an email address for Board members to communicate to members
- Sports Manager tasks, it was agreed that the secretary job is too much to take on for 1 person
  - Minute Secretary – Marga
  - Other Secretary tasks – Sue B & Sue R

#### **4. Items for Discussion**

- Follow up from Forum and AGM

- Board Meeting Dates

- 7 August – Face to Face – at Nick's place in Springston
- The ESNZ AGA is on 29 September

- ESNZ Endurance AGM date for next year – Julian mentioned that a joint AGM with other disciplines is preferred, waiting on further updates on dates to be confirmed by the end of July
- Sponsorship for FEI classes/series
  - PSP kindly sponsored Nationals with 3k and are keen to put more money into the sport
  - Sue R to approach the contact person for PSP **Action: SR**
  - Sue B will put together a list of what we need sponsorship for, after which Kate will come back with a plan **Action: SB & KH**
  - Kate emphasized that we need to be able to offer sponsors something, like advertising, as it is about selling the sport. We can use EVO for advertising or put logos on saddle blankets.
  - Kate will also draw up a plan with regard to grant funding,
  - Sue B said that we need to be aware of funding requests from other disciplines as we are not incorporated, so better to apply via ESNZ
  - Sue B can also assist clubs with their funding requests and is happy to be the Grant Funding Liaison person.
- Prizes for end of year awards
  - Falls under sponsorship.
- Board liaison with clubs
  - We have a Facebook page for communication to and between club presidents and secretaries.
  - SB to add SR as admin **Action: SB**
- Report from last ESNZ Board meeting – Sue R
- First Aid requirements are being updated and will be notified. ESNZ are looking at funding for First Aid kits and courses.
- Fundraisers
  - Possibly a trek around Christmas time in the North Island.
- Next steps for Advisory Team – Ron, Tony, Sue B
- Communication - from Board to members/clubs
- Sponsorship - Kate
- Health and Safety - Kate
- Communication - Including Facebook and Webpage (articles etc. for uploading/emailing) – Petria  
(communication/administration relating to events, updates & compliance will be covered under Sports Administration)
- Minute taker for meetings - Marga
- Junior Management – Sue R to talk to Jane Ferguson and Leanne Ireland **Action: SR**

## 5. General Business

- Disestablishment of the Sports Administrator role
  - Sue B and Sue R to create a notice to be published on the ESNZ Facebook page  
**Action: SR & SB**

- TMP
  - No resolution yet. Julian is still gathering more information around this to see what can be done.
- Legal issues reported by the Waitaki Club
  - Julian to communicate with Susie regarding this.
  - Nick to gather a brief of evidence. **Action: NP**
- ESNZ Affiliation request received from East Coast Endurance Riders Club
  - As a result of further discussion by the Board and Julian, the decision was made to put the request in a 'pending' status to allow for further investigation to be done.
  - Sue R to advise the East Coast Endurance Riders Club. **Action: SR**
- Financial Report – ok'd by Ron
- With regards to the Sports Managers tasks there was some discussion about the best way to publish ride schedules online, send information to FEI access to check officials and horse/rider requirements, making the process to claim rides more user-friendly
- Sue B will investigate this further **Action: SB**
- Sue R will let members and clubs know that we are changing to EVO **Action: SR**
- Sue B will send a letter to Mt Linton and Wairarapa regarding coming on board with Evo as they have not been present at the Forum or AGM. **Action: SB**
- Sue B will send out Championships Agreements to the relevant clubs once she has checked around OC members being able to officiate **Action: SB**
- Ride Calendar gaps
  - Taupo region
  - HOY is due to be held 7-12 March 2023 – great way to market the sport, team up with Land Rover  
Kate and Ron to talk to Sophie (HOY) to get more information
  - Nelson region – land access was tricky  
Ron will talk to Libby and Anna (Hynes) to explore options
- Idea to run clinics at NEC Taupo & Selwyn Equestrian Centre
  - To be held out of season for anybody to attend,
  - Kate and Sue R to look into dates and programme **Action: KH & SR**

## 6. Next Meeting

- 7 August – Face to Face – at Nick's place in Springston

## 7. Close of Meeting

The meeting was closed by Sue Reid at 12:30pm.