



**Minutes of the Board of ESNZ Endurance
Held at 8.15am on 29th July 2018
At the Steeple Conference Centre, Copthorne Hotel, Palmerston North**

Present:

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|------------------------|----|
| Alison Higgins – Chair | AH |
| Marie Wakeling | MW |
| Sue Billigheimer | SB |
| Louisa Muir | LM |
| Jenny Weston | JW |

Apologies:

Shane Dougan
Daryl Owen

In Attendance: Jo Lankow – Endurance Administrator JL

1. **Welcome:** Alison welcomed everyone to the meeting.
2. **Conflicts relevant to the Agenda:**
None
3. **Risk Register**
The Board agreed that Biosecurity should be added to the Risk register.
4. **Board Disclosure Register**
 - Disclosure register updated and to circulated to all Board members. **Action: JL**
5. **Appointments**
The Board confirmed the following appointments:
 - a) **Veterinary Panel** – Jenny Weston and Kasia Chapman-Labecka
 - b) **Treasure** – Sharon Nisbett
 - c) **Finance Committee** – Alison Higgins, Sue Billigheimer, Jenny Weston, Sharon Nisbett
 - d) **Finance Committee Chair** – Sue Billigheimer
 - e) **Cheque signatories** – Alison Higgins, Sharon Nisbett and Warrick Allan at ESNZ as a backup.
 - f) **Board representative for Endurance Technical Committee** – Marie Wakeling
 - g) **Chair of Endurance Technical Committee** – Marie Wakeling
 - h) **Chair of Officials Training Panel** – Marie Wakeling
 - i) **Board representative for CTR Committee** – Sue Billigheimer
 - j) **Endurance representative for ESNZ Technical Committee** – Murray Smith
 - k) **Endurance representative for NEC Taupo** – Daryl Owen
 - l) **Endurance representative for NEC Christchurch** - Sue Billigheimer

Marie to check with Murray Smith to confirm he is still available for the ESNZ Technical Committee **Action: MW**

Alison to contact Ron Guest regarding Officials Training Panel **Action: AH**

The Board assigned the following portfolios:

- m) **ESNZ Board** – Alison Higgins
- n) **Development and Mentoring** – Sue Reid and Andrea Smith to continue for a further year.
- o) **Junior / Youth Committee** – Ask Shantalle Guertjens to continue for a further year. Up to two others to be appointed as per discussion at previous meeting.
- p) **Officials Training Panel** – Marie Wakeling, Heidi Bulfin, Kelly Haywood
- q) **Newsletter**– Daryl Owen
- r) **Publicity** – Sue to follow up. **Action: SB**
- s) **CTR Committee** - Sue Billigheimer, Heidi Bulfin, Robyn Mills. It was noted that the Committee can, as per the Bylaws, appoint up to a further two members. Committee to appoint their own chair.
- t) **Club Liaison** – Sue Billigheimer to continue. It was noted that better use needs to be made of the Club Liaison Facebook page
- u) **Sponsorship Committee** – Alison Higgins, Sue Billigheimer, Deirdre Bartlett. Committee to appoint their own chair.
- v) **National Course Directors** –appointed.

Alison to contact Wendy Farnell regarding National Course Director's role. **Action: AH**

ToR's to be sent to National Course Directors **Action: JL**

Sue to be added as an Admin on the ESNZ Endurance FB page **Action: JL**

6. Board Meeting Dates

The Board set the following meeting dates for 2017-18:

- 10th October 2018 - Board meeting following ESNZ AGA, Wellington
- Further meeting dates will be set at the meeting on the 10th October.
- Where possible hold meetings the day before or day after ESNZ Board meetings.

Jo to add the above meeting date to the calendar and publish on the website. **Action: JL**

7. ESNZ AGA

- ESNZ AGA attendance - All Endurance Board members, Heidi Bulfin, Pip Mutch

8. The Distance

Discussion on whether The Distance should continue, have a name change, format change.

- Decided a newsletter was still required.
- Newsletter name to be changed to TARGET with the front page to include the Miles of Smiles page from the Strategic Plan.

- 9. Submission to FEI**
- Jenny to finalise submission then forward to Board for final approval. **Action: JW**
 - Send to ESNZ for forwarding to FEI then advise the members that it has been sent. **Action: JL**
 - Liaise with EA Endurance Committee about our submission **Action: JW**
- 10. Reporting Back after ESNZ Board Meetings**
Alison will report back to the Board within three days following ESNZ Board meetings.
- 11. Mt Nimrod Training Day**
Discussion on request from Mt Nimrod Club to have levies waived for their training day in August.
- Decided that levies will need to be paid. Club Secretary to be advised. **Action: SB**
- 12. Strategic Plan**
- Board work plan to be updated with a strategy for each month. **Action: JL**
- 13. Championship Rugs**
- Sue advised that rugs for the three championship events may be able to be obtained from Australia at cost price. Follow up required. **Action: SB**
- 14. South Island Champs**
- Conference call to be organised between Nelson, Canterbury, Mt Nimrod and Mackenzie Clubs to try and find a solution. **Action: SB**
- 15. WEG Funding**
Further discussion on WEG funding.
- Finances still too tight to provide funding.
 - No members wanted to go on a fund raising committee when asked.
 - Up to HP do drive fund raising initiatives.
 - Endeavour to provide some funding when teams, rather than individuals, are selected.
- 16. Equidays**
Further discussion on Equidays.
- Cost of flights prohibitive for Alison to attend Hamilton Equidays. Would cancel out saving of not having a site.
 - Marie and Louisa to attend Hamilton event, talk to sponsors and distribute sponsorship document.
 - Alison will follow up with phone calls.
 - Alison and Sue still to attend South Island Equidays.
- 17. Close of Meeting**
There being no further business the meeting closed at 9.40am