

ESNZ BOARD SUMMARY

15TH FEBRUARY 2017

The ESNZ Board met on the 15th February 2017 in Wellington, the following is a summary of key outcomes from the meeting.

HEALTH & SAFETY

The Board was made aware of two incidents that had recently occurred at Taupo NEC.

- A grass fire on 10 January – which was ignited by a spark from the mover while mowing the cross country course.
- Gas explosion on 10 February – motorhome staying onsite exploded as a result of gas works carried out by owner of the motorhome. Owner suffered serious burns to his arms and legs and was taken to hospital.

As a result of the above incidents the following actions have/will be taken:

- Christchurch NEC notified to avoid doing the same. Plan to cut Cross-Country track pre Xmas in future to avoid dry conditions.
- Fire extinguishers have been fitted to tractors
- Claim underway through ESNZ insurers to cover cost of firefighting services.
- Notice to be placed on the website reminding members to have their gas cylinders tested regularly and make sure they are approved.

A reminder that all incidents must be reported via either the online incident reporting system on the ESNZ website or by completing and sending in a manual incident form:

Online incident form: <http://www.nzequestrian.org.nz/esnz/resources/health-safety/incident-report-form/>

Manual incident form: <http://www.nzequestrian.org.nz/media/10694/manual-esnz-incident-reporting-form.pdf>

Incidents of a serious nature are classed as a “notifiable event” and must be reported immediately to the ESNZ General Manager. Click on the following link to help you with understanding which events are notifiable:

<http://www.worksafe.govt.nz/worksafe/notifications-forms/notifiable-events>

KEY AREAS FOR REVIEW / WORK

MEMBERSHIP MODEL REVIEW

The ESNZ Board approved the Membership Review Discussion Document for release to disciplines and members. The deadline for all feedback is 30th March 2017. Feedback will then be considered by the Board at its April meeting and a recommendation made for the 2017/18 budget year prior to May 31. ESNZ Board members would be available at the ESNZ tent during the Horse of the Year Show to answer any questions. This review is tracking to schedule.

Membership Model Review Timeline

- Complete modelling
- Board approval
- Communication with discipline boards – early 2017
- Feedback – February 2017
- General Communication – March 2017
- Forms and database integration – April – May 2017
- Roll out – June 2017

DISCIPLINE & NEC SERVICE FEE REVIEW

Service fees are based on ESNZ providing the following services: Administration, Desk Space, Accounting, Audit and Mobile Phone Costs.

Proposals had been provided to Disciplines, NECs and High Performance in early January for discussion and to provide feedback. Nearly all entities had approved their service fees for 2017-2018. This review is tracking to schedule.

Discipline & NEC Service Fee Review Timeline

- Establish current status
- Review all costs/options
- Present to ESNZ Board for initial feedback
- Communication with discipline Boards – during Feb – March 2017
- Complete service fee agreements for budget setting 2017-18 – April 2017
- Roll out – June 2017

FUNDING AND GRANTS UPDATE

While ESNZ does not wish to rely on funding, it is necessary with the current financial difficulties ESNZ is facing to do as much as possible in the area of funding and grants with the sole aim of reducing the operating costs for central.

Funding received to date:

Date	Funding Agency	Purpose/Project	Amount
December 2016	NZCT	National Office Salaries	\$20,000
February 2017	Pelorus Trust	Trophies & Engraving	\$1,000

There is currently an issue with several entities applying to the same trusts at the same time. This was to be discussed at the next Sport Managers Meeting with a view to co-ordinate better to ensure maximum benefit from grant funding for all.

KEY STRATEGIC PROJECTS

Key Strategic Projects for 2017 are:

New Database Timeline

Issue RFP – 16 February 2017

Registration of intent to submit proposal – 23 February 2017

Respondent questions submitted – 2 March 2017

Questions answered – 6 March 2017

Closing date for responses – 15 March 2017

Successful respondent selected and all respondents notified – 16 March 2017

Project started – 16 March 2017

Constitutional Review

Meeting of Constitutional review group scheduled for 2nd March.

Affiliations and Groups

Part of Constitutional review.

Funding and Philanthropy

Work to commence in March 2017.

HORSE OF THE YEAR SHOW

ESNZ had consulted all disciplines and received feedback on the future dates of the Horse of the Year Show. It was agreed that the best date for the ESNZ calendar was mid-march.

To give stability to the disciplines, dates were set for the next three years as follows:

- 13-18 March 2018
- 12-17 March 2019
- 10-15 March 2020

PRESENTATIONS

The Board received a presentation from High Performance Director, Sarah Dalziell-Clout, who took the Board through the High Performance strategy for the next two years through to the 2018 World Equestrian Games in Tryon.

The Board also received a presentation from National Sport Administrator, Heidi Bulfin who provided the Board with an overview of the ESNZ Coaching Programme and how ESNZ could collaborate with NZPCA. To this end, disciplines are reminded to appoint a representative to be part of a Pony Club/ESNZ relationship working party.

FINANCE

After much discussion the Board agreed to cash up the Life Membership Fund Term Deposit to repay the ANZ overdraft facility and seek funding from the disciplines. The Life Membership Fund would be rebuilt once the organisation was back on track.

The Board then had a discussion around borrowing funds from the disciplines. The Board requested that a pro-rata system be used to determine how much money would be borrowed from disciplines and provide a report to the next meeting.

NEXT MEETING

The next meeting of the ESNZ Board is scheduled for the 6th April 2017.