



Minutes of the Board of ESNZ Endurance
Held from 9.00am 22nd February 2018
At ESNZ Boardroom, Level 1 Panama House, 22 Panama Street, Wellington

Present:	Alison Higgins – Chair	AH
	Marie Wakeling	MW
	Sue Billigheimer	SB
	Shane Dougan	SD
	Louisa Muir	LM
	Daryl Owen (from 9.55am)	DO
	Jenny Weston	JW

In Attendance: Jo Lankow – Endurance Administrator & Minute Taker (from 9.55am)
Nick Pyke – Chair of ESNZ (11.45am – midday)
Emma Gowan – ESNZ Operations Manager (for a short time after lunch)

1. **Welcome:** Alison welcomed everyone to the meeting.
2. **Conflicts relevant to the agenda:**
None declared
3. **Minutes of Previous Meeting – 25th November 2018**
The Board agreed that the minutes of the meeting held on the 28th & 29th September were a true and accurate record.
Moved: Alison /Jenny
4. **Matter Arising from Previous Minutes:**
 - No matters arising
5. **Action List**
 - Risk Register – included in meeting papers
 - Rider Bibs – deferred until off season
 - Coordination of all ToR's and Portfolios - work in progress
 - Letter to Paula Adams – Alison to action
 - Pony Club Badges – included in meeting papers

Action list completed

6. **Affiliation Agreement and Club Constitution**
Discussion on both of these documents and agreed to make some amendments:
 - **Constitution**
 - Add 4.4.5 Add a Family Membership.. The makeup of a Family Membership to be determined by the Club Committee. Individuals within a Family Membership to have the same rights and privileges as other membership categories
 - Dissolution clause to tie in with the Affiliation Agreement.

- 6.2.1 “any of the events in ~~7.1~~ 6.1”
- Remove clause about common seal.
- **Affiliation Agreement**
 - 5.11 – “for a period of **up to 3 years**”
 - 5.11 – “all assets ~~will revert to~~ **should be used to benefit the members of that club or other clubs affiliated to ESNZ-Endurance.**”
 - Other changes as indicated in the Affiliation Agreement.
 - Insurance clause to be updated.

Affiliation Agreement to be sent out at the same time as the affiliation invoices. Constitution to also be sent out at the same time with note that clubs may like to adopt it.

Amend Constitution and Affiliation Agreement

Action: JL

7. Annual General Meeting

Discussion on whether to have an organised dinner on Saturday evening. Decided against but would be nice if those staying over on Saturday night all meet up for the evening. Note to go on AGM notice to this effect. Send out AGM notice

Action: JL

- Jenny Weston to prepare a presentation for the AGM on the research been done on vet outs at our events over the past years.
- HP Presentation
- Update on membership numbers, starts etc.

8. May Forums

- Ask members prior what they would like discussed at the forums.
- Presentation of proposed rule changes.
- Report on Strategic Plan
 - What has been done
 - What is in progress
 - What still to be done

Action: JL

9. Resolution for Funding for Junior Camp

“It is resolved that ESNZ Endurance apply to Youthtown for funding of \$1000 to cover the cost of coaches for the Junior Camp in June 2018”

Moved: Alison/Sue

10: Sponsors on Website

- Remove Farmlands, CopRice and EquiBrew from the Endurance Home page.

Action JL

- North Island Champs Sponsors still to be added. Jenny to send copy of list of sponsors in event programme to Jo. Jo to add to website.

Action: JW & JL

11. Membership Working Party

Marie and Louisa reported on the meeting they attended.

- All disciplines need to work together to help each other
- All disciplines have similar issues
- Membership for foreign riders coming here to compete in one event

12. Club Compliance with Time Frames

Some clubs are not complying with the time frame for sending in schedules, H & S Plans and TMP's. This can lead to delays in approving the holding of events and could ultimately mean the event results are not accepted for processing.

- Advise clubs of importance of meeting the times frames and effects if they don't

Action: JL

13: Risk Register

Include for each meeting and update as necessary.

14: WEG Funding request from Endurance HP Manager

- No allowance for funding in current budget but can be looked at when the 2018/2019 budget is done.
- Email Sue Reid and request budgetary figures for things she would like to be considered funded by Endurance. And what the funding would be for.

Action: JL

15. Recording of Mandatory Rests (Stand Downs)

Discussion on the best way for stand downs to be recorded to try and ensure riders don't compete on horses that should be on a stand down.

- Stickers on logbooks put on logbooks not considered an ideal option. Would need to be done by ride secretary or officials who may not have all the necessary information.
- Rider/owner responsibility to ensure they don't compete a horse on that is on a stand down so the rider/owner needs to be recording the information.
- A Horse Competition Record card to be available for members to download from the website.
- Separate Card for endurance and CTR as stand downs are different but noted that a horse on an endurance stand down can't compete in either endurance or CTR and vice versa.
- Recording of stand downs is included in stage two of the database
- A "New Member" pack to be developed for next season and available on the website. This should also help to eliminate mistakes with stand downs.

Action: JW, SB, JL

Action: SB & JL

Discussion on whether there should be stand downs after all metabolic vets outs.

17: 2019 Championship Events

The lack of confirmed host clubs and venues for 2019 Island Champs is delaying the completion of the 2018/2019 calendar.

- South Island Champs - Marlborough Club is considering the possibility of holding the 2019 South Island Champs at their FEI even in December 2018. Alison to liaise Marlborough Club.
- North Island Champs – Wairarapa considering holding these at their Matahiwi venue. Shane will discuss further with Wairarapa Club committee and also date to be confirmed.

Action: AH

Action: SD

- National Champs – should still be OK for Taupo NEC. Venue will need to be booked soon but keep options open for new venues.

18. Three Year Plan for Championship and FEI Events

Discussion on how the Clubs could be grouped to provide three regions in each Island to enable all clubs, big or small, to play a part in hosting these events. Make up of each group to be finalised later.

- Draft three year plan to be modified and sent out to clubs.

Action: SB

19. Proposed Visit by FEI Endurance Director

Discussion on when would be a suitable time for Manuel to visit and what type of event we would like to have him here for. Decided the 2019 National Champs would be the preferred event. The Nationals will be approximately three weeks after the FEI Sports Forum and would enable the Board and membership to get first-hand knowledge of any proposed rule changes and provide the opportunity to discuss these, and any other issues we have, with Manuel. Alison to report back to Vicki Glynn.

Action: AH

20. Pony Club Badge

Sue outlined the discussions she has had with NZ Pony Clubs and the proposal they have put forward. All in favour. Sue to get back NZ Pony Clubs.

Action: SB

21. Discussion with Nick Pyke

Discussion on how things are with Endurance this season and the progress being made by the Board.

22; Rules relating to Suspensions

Discussion on the breach of rule 5.4. and the letters received regarding this.

- Emma reported on the phone call she had from a member. The member had read a section of the G.R.s but hadn't realised the process did not apply to a suspension relating to non-compliance with a discipline rule.
- Endurance rule may need to be tidied up to include a statement that the decision of the Board is final.
- A process to be put in place to report any suspensions to ESNZ.
- The Board accepted some responsibility and also accepted there was some misunderstanding on both sides. .
- Decision made to rescind suspension and Jenny to draft replies to the letters received.
- The disqualification from the event where the horse competed while on a stand down would still stand.

Action: JW

23. Reports

- Financial Report noted as read and accepted.
 - Noted that AWEC had paid their levies and Ruahine have paid their Clean Sport fees.
- CTR Report noted as read and accepted.
 - Noted that if novice CTR rides are to be held at Champs events in the future it should not be relied upon to get a dispensation.
- Junior /Youth Report noted as accepted and read.
- High Performance Report noted as read and accepted.
 - Request for WEG funding already discussed.
- National Champs Report noted read and accepted.
 - Changes to officials and programme approved.
- North Island Champs Report – financial report noted as accepted and read.
 - A letter to go to both clubs congratulating them on a successful event.

Action: JL

- Food for Sunday evening meal was not value for money
- Some complaints regarding some members being told by an official they could not wear shorts in the strapping and hold areas. Shorts are allowed in those areas, just not in the vet ring.
- Officials Training Panel Report noted as read and accepted.
 - No budget for OTP meetings. Business should be able to be conducted via email or a FB group. Jo to reply to Heidi.
- Technical Committee Report noted as read and accepted.
 - Decision of the TC to not allow a CEN 120 at Ruahine's Waiouru event had been overturned by the Board

Action: JL

24. Voting Outside of Meetings

- Any voting done outside of Board meeting needs to be done in a timely manner and recorded in the papers for the following meeting.
- Email discussion to be held then proposal to be voted on stated and Board members given a time to reply by. Otherwise taken they accept the proposal.

15. Close of Meeting

There being no further business the meeting closed at 2.00pm