



**Minutes of the Board of ESNZ Endurance
Held from 8.55am 25th November 2017
At Miramar Links Golf Course, Wellington**

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

In Attendance: Jo Lankow – Endurance Administrator & Minute Taker

1. **Welcome:** Alison welcomed everyone to the meeting.
2. **Conflicts relevant to the agenda:**
 - Alison Higgins declared a conflict relevant to High Performance
3. **Minutes of Previous Meeting – 28th & 29th September 2017**
The Board agreed that the minutes of the meeting held on the 28th & 29th September were a true and accurate record. **Moved: Alison /Daryl**
4. **Matter Arising from Previous Minutes:**
 - No matters arising.
5. **Action List**
 - Risk Register – Alison has received a template from ESNZ.
 - Rider Bibs – Louisa getting quote and will give to Sue for sponsorship/funding.
 - Coordination of all ToR's and Portfolios – Jo will do this.
 - Tidy up of Budget – Alison will get Sharon to do this.
 - Combined Discipline event – being organised by HP in conjunction with opening of the Indoor Arena at Taupo NEC.

Action list completed

5. **Strategic Plan**
Discussion on changing some of the photos and type colour.
 - Agreed to change some photos. **Action: JW**
 - Then ready to be published on website. Publish Miles of Smiles page in Starters Gate with link to website **Action: JL**

6. Performance Committee

Discussion on the appointment of a third person for the Performance Committee. As the Endurance chair is on all committees as a non-voting member it was decided to appoint Alison to the Committee.

Moved: Daryl Owen /Louisa Muir

- Advise Committee of Alison's appointment.
- Mission Statement for Committee to be drafted.

Action: JL

Action: LM & MW

6. Junior/Young Rider Championship Classes

- Issue with this has been solved with FEI dropping the proposed minimum weight for JY 2* and above classes

7. Trophies

- Discussion CEI and CEN trophies.
- No point in getting more trophies while still in the three year CEI/CEN trial period.
- Endurance Championship trophies to be awarded for combined winners unless specifically donated for CEI.
- Trophy required South Island Champs Senior 120km class as there is no trophy for that class.
- Trophy also required for National Champs CTR Intermediate winner.
- Donors to be found for the two trophies.
- Currently two trophies are awarded to the class winner and BC winner of the 160km at Nationals. One of each to be awarded to the overall winner and the other to the FEI winner.
- CTR Island Champs Team Trophies – it was moved that the criteria proposed by the CTR Committee be accepted.

Action: SB

Moved Alison /Sue

8. Show Circuit

Discussion on Endurance contribution.

- First issue to include something about the new Strategic Plan.
- Alison moved that Jenny, Marie and Louisa provide the content for each issue of the magazine.

Moved: Alison/Shane

9. Equidays

- Daryl thanked for organising the Endurance site at Equidays.
- Friday was the busiest day.
- Next time would be good to have copies of flyers and entry forms for upcoming events to hand out.

10. North Island Champs

- Pelorus Trust has been applied to for a grant for the ribbons.
- Application to Eastern and Central Trust was too late due to meeting not being held until late January. Will withdraw the application and apply to this Trust for rider bibs.
- Lion Foundation can be applied to for cost of hire equipment (\$1396) for NI Champs.
- **Action: JW to contact Sharon about ESNZ Endurance applying to Lion Foundation**
- North Island Champs programme and budget approved.
- Sharon to be advised that the \$5000 grant is approved to be paid to the Ruahine/Kohuratahi Clubs. Payment due now.

Action: JL

"It is resolved that ESNZ Endurance apply for grant funding to the Lion Foundation for hire equipment costs of \$1396 for the North Island Championship event"

Moved: Alison/Shane

“It is resolved that ESNZ Endurance ask Ruahine Endurance Club to apply for grant funding to the Eastern and Central Trust for hi-viz rider bibs.”

Moved: Jenny/Marie

Action: Jo and LM to send quotes to JW

11. South Island Champs

Discussion on the ride programme.

- CTR classes being held on the Friday. For the last two previous two years has resulted in several complaints from the members.
- CTR riders felt they weren't really included as part of the championship event with their classes being held on Friday.
- Friday works OK if it is a public holiday as it was in 2015 when the South Island Champs were held in Marlborough.
- If CTR held on Friday then riders may need to take an additional day off work to be able to compete.
- The budget and ride programme were approved subject to the CTR classes being moved to Saturday.
- Shifting to the Saturday should also make better use of vets and officials and help to keep costs down. Vets, officials and crew won't need to stay around until late Friday waiting for the CTR Open riders to finish.
- Letter to be sent to Mt Nimrod Club asking them to move the CTR classes to Saturday;
Action: AH
- Payment of the \$5000 grant approved for payment subject to CTR classes being shifted to the Saturday and a new ride programme received. Payment due 10th December. Once programme finalised Sharon to be advised to pay the grant.
Action: JL

12. Club Affiliation Agreement

Discussion on the Club Affiliation Agreement and proposed changes to it.

- It was moved that the changes to the Club Affiliation Agreement be accepted with the addition of the following clauses:
 - Each club must have an approved ESNZ Endurance constitution and maintain an assets register.
 - Should the club go into recession; the club's assets will be frozen for a period of 3 years. A quorum of members (when the club went into recession) can agree to bring the club out of recession at any time during the 3 years. After 3 years, all assets will revert to ESNZ Endurance.

Moved: Alison/Shane

- A constitution template to be done for the clubs plus a list of what they will need to implement the constitution. To be sent to Club Presidents, not Secretaries. **Action: JL**

13: Club Financial Statements and Asset Registers

- Not yet received from three clubs.
 - Daryl to contact Waitomo Club President.
 - Jo to send AWEC a reminder.
 - Jenny to sort for Ruahine Club

14: Club Office Holders

- All club office holders must be financial members of ESNZ – either non-competing or competing. This is for insurance purposes and is a requirement of ESNZ. Still some clubs not compliant with this.
 - Daryl to contact Waitomo Club President.
 - Jo to remind Kohuratahi club.
 - Daryl to sort Waikato Club.

15. Inwards Correspondence

WEG Fundraising

Request from HP was discussed.

- Send out notice and Sarah's email asking if anyone would like to join this fundraising committee.

Action: JL

Letter from J Chandler

- This has been dealt with.

Performance Committee

- Has been finalised.

Junior Committee

- Finalised via email discussion.

Letter from Equestrian Australia

- Already discussed and copy sent to Kelly Haywood.

The meeting was adjourned at 12.00 for the Special General Meeting to take place.

Meeting recommenced at 13.30.

Letter from W Farnell

Heidi Bulfin, Chair of the Technical Committee was present for this discussion.

- First Issue – Technical Committee to send a letter **Action AH & H Bulfin**
- Second Issue – letter to be sent to W Farnell advising this is a club issue and needs to be sorted at club level. **Action: AH**

Letter from P Adams

The Board went into committee to discuss this issue.

- Letter to be sent to Paula. **Action: AH**

Letter from F Edmond

- Letter to be sent to Frances with links to website information and calendar. **Action: JL**
- Suggest attendance at North Island Champs as that would give an opportunity to talk to the riders and strappers.

16. Reports

- CTR Report noted as read and accepted.
- Junior /Youth Report - Sharon to be asked to apply for grant funding to cover the cost of the coaches for the 2018 Camp. Sharon and Sue to be advised. **Action: JL**
- Camp criteria approved, all riders must be ESNZ members. Sue to be advised **Action: JL**

- High Performance Report noted as read and accepted.
- National Champs Report noted read and accepted.
- North Island Champs Report – due to a misunderstanding the foreign judge is yet to be appointed.
- South Island Champs Report noted as read and accepted.
- Officials Training Panel Report noted as read and accepted.
- Technical Committee Report noted as read and accepted.
- Treasurers Report noted as read and accepted.
- FEI notification of promotion of officials

17. Changes to ESNZ General Regulations

- Jenny to advise the vets regarding the change to Article 10 of the Veterinarian Regs.

Action: JW

18. General Business

HP Criteria, Squads and WEG Information

- Self-explanatory
- The Board appreciate being kept informed by HP.

Inter Schools Competitions

Endurance has been included in this.

Pony Club Badge for Endurance/CTR

- Could be a way of increasing participation.
- Look into this to see what can be done.

Action: SB

Hendra Risk Management

- With the likelihood of more Australian horses coming to compete at our FEI events the risk to others, although extremely low, does need to be managed.
- S.O.P. needs to be drawn up to manage the risk.

Action: JW

19. Close of Meeting

There being no further business the meeting closed at 14.50.