



**Minute Synopsis - ESNZ Eventing Board Meeting
26 May 2021
ESNZ Boardroom, ESNZ Offices, Wellington**

Present: Margaret Evans (chair), Raewyn Eastwood (vice chair), Heelan Tompkins (NI Rider Rep), Lydia Truesdale (SI Rider rep), Shannon Galloway, Jane Callaghan, Clive Long, Graham Fox.
Attended by: Eliza Johns (Sport Manager), Hamish Butler-Gallie (TAG chair, part meeting)
Apologies: Rosie Edwards (OC Rep).

The Chair opened the meeting by formally welcoming all the board members and thanking them for their time and commitment to Eventing.

The chair noted the recent resignation of appointed member Maree Burnett and of Leonne Jones (OC Rep).

Confirmation of minutes

Minutes of the meeting 24 March 2021 were accepted with no business arising.

Strategic Discussions

What does Board Success look like?

At the Board's September 2020 meeting, a discussion on Board succession was held, following which a paper prepared by the Chair, Vice Chair and Sport Manager was presented to this Board meeting on "Define what success looks like for the board as a whole".

The paper addressed how the Eventing Board can be an effective, efficient, engaged, and economic Board delivering on ESNZ Eventing mission and vision, reflecting on the Sport NZ's Governance framework. From this best practice framework, elements were identified which are best fit for ESNZ Eventing and an assessment of the current practices against these was completed. A plan was presented to close any gaps between desired and current practice. This covered:

- Strategic plan: a two day weekend facilitated workshop will be held to develop a new strategic plan
- Annual Board Action plan; will be developed as an output of the strategic plan workshop
- Annual Operational plan: to be updated
- Job Descriptions: to be updated
- Skills matrix: to be completed post AGM elections to determine how any gaps can be addressed
- Induction Programme: formalise an induction programme; request ESNZ provide chair induction
- Strategically focused agenda: return to in person meetings and continue with new agenda format
- Making Meetings count: instigate brief review at close of meetings; instigate a brief questionnaire

Board Structure

A tabled Board Structure Discussion Document invited Board members to progress the discussion initiated at the February Board meeting as to whether the way the Board is currently structured best supports the Board's purpose and success. The Chair encouraged members to contribute openly to the discussion, with the mind-set of achieving the best outcome for the sport. The discussion included an overview of how the bylaws developed over the past 10 years, to what they are today, including the different positions on the board and how they came to be included. It was noted that the last change to the composition of the board was in 2015 – 6 years ago.

Discussion focussed on:

What is the ideal composition of the board to ensure it has;

- the collective skillset and professional competencies required to serve its purpose
- the appropriate perspectives (or 'voices') as part of the Board discussions and involved in the decision making to serve its members.

The key outcomes of the discussion included;

- Organising Committees (those that deliver events) and Riders (those that participate in events) are the two most important groups who need to be represented at the Board table. It was considered one representative for each group was appropriate. A number of options for structuring the election process were discussed for each position.
- The connection between the Board and the Technical Advisory Group (TAG) needs to be more formalised and a Board member to be responsible for this, rather than it being an elected representative position. How this would be structured to ensure the appropriate skills and balance of time commitment would be discussed with TAG and finalised in a later Board discussion.
- The Board Members were unanimous in their belief that the Eventing Board should be smaller than it currently is for efficiency and effectiveness. Six positions (as demonstrated by Dressage) were considered appropriate with the ability to co-opt members as required as advisors or for a specific short term need.
- Optimum structure of the Board;
 - Elected Rider Representative
 - Elected OC Representative
 - Elected Member
 - Elected Member
 - Appointed Member
 - Appointed Member

Out of the above the following positions need to be filled; Chair, Vice Chair, and ESNZ Rep
Suggested portfolio's to be adopted were TAG, Finance, and Sponsorship.

It was noted that this is an even number of members, so if there was a split decision then the Chair would have the deciding vote. It was considered appropriate for Co-opted members to be non-voting members of the Board.

It was noted that the Board will respect the history of how the existing positions were developed and the voices they represent when considering the new structure and election/appointment of positions.

A summary paper to be prepared by the Chair, Vice Chair and Sport Manager for circulation to the Board.

Governance Recruitment

Eventing Board: Nominations received from Marg Evans and Grant Porter for 2 elected positions.

Technical Advisory Group: National Safety Officer and Steward Liaison positions up for rotation.

Applications received from Hamish Butler-Gallie for National Safety Officer – appointment approved for a term of 3 years as per the TAG terms of reference.

No applications were received for the Steward Liaison role. Steward liaison role description to be reviewed; look at those who may be interested in filling position.

Working Groups

Attracting new riders (Lydia – Rider Rep).

- New-comer open days. Notes in the papers so Board encouraged to review these. Board supported an initiative to attract new riders who have not tried Eventing, to give them the opportunity to participate in a relaxed competition format. Rules and levies to be determined. Lydia to update her document and send to Board.
- Parents' Guide. The board would like to have the parents' guide insert for the welcome to eventing guide to be ready and printed to be handed out at the AGM. A suitable parent identified to be asked to provide content.
- Newcomer Scholarships. The whole board supportive of the idea, providing it is simple and achieves the right outcome - benefit riders who would not normally be purchasing an ESNZ Membership or Discipline Annual Start and to get them involved in eventing and give them a helpful introduction to the Sport. It was discussed as to

whether to provide a scholarship per Area Group (13) or OC (20) and the financial implications. The Board agreed to include \$3,300 into the next year's budget comprising of 20 x \$165 (\$50 intro membership, \$90 Horse Registration, \$25 annual discipline start). Proposal to be further developed by Lydia and brought back to Board before presenting at the AGM.

People for the Future (Marg)

- Reported on progress which included a meeting with TAG Chair to discuss officials' development and where the responsibility sits between TAG, the Board and Organising Committees and Area Groups.
- Presentation of Officials Development from Hamish. The Board identified it would be very beneficial for TAG and the Board to have time with OC and area representatives at the AGM to explain the OC role in developing officials and the importance of moving people around to support officials' development process. To be scheduled for the AGM. Work needed on how this is funded noting different areas have different budgets and officials have different expectations around payment.

New Commercial Partnerships (Shannon)

- A work in progress – the discussions with potential sponsors for next season.
- Gifts to acknowledge NZ3DE helpers organised.
- Series – Now time to get new sponsors for these going forward 2021-2022. Shannon to overview of assets, what are the financial outcomes that we want to achieve, what are the policies and procedures that we need with regards to obtaining and attracting sponsors.

Financial Sustainability (Raewyn)

Raewyn confirmed eventing can apply for funding from TAB (formally RITA) under ESNZ incorporation, a resolution from the ESNZ board is required.

Marg to continue progress on Horse Ambulance Grant.

High Performance (Raewyn)

Paper noted and support for action items to progress as noted.

Raewyn, Eliza and Heelan to progress with HP discussions on an Oceania 'alternate competition' in NZ later this year

General Business

Sport Calendar

The board discussed the process by which the Spring 2021 and Autumn 2022 calendars were put together and identified that a new process is needed if an appropriate spread of top level events is to be achieved. It was agreed that a template layout of events (levels and FEI/CCN), well-spaced to aid maximum participation, with placement of championships highlighted, will be developed. Organising Committee's will be asked to apply for the event (on the specified date) they would like to host. This concept is to be presented for discussion at the 2021 AGM with the intention this will be the process for Spring 2022 and beyond. Heelan and Shannon draw up the draft seeking input from people of their choice; once this is agreed, a redraft of the calendar guidelines is required.

- Spring Calendar 2021. The Spring Calendar for 2021 was presented and reviewed by the Board. Confirmed that Taupo 5-7 November 2021 event as the host venue for the YR and JR One Day Champs for 2021. The spring calendar was adopted.
- Autumn Calendar 2022 – approved. OCs whose dates were not available to be contacted.

Technical – Proposed Rule Changes

- Jumping designers. For a long-time eventing has only recognised one course designer for both XC and jumping phases. Recommended that this stays the same. In most cases a jumping CD is appointed; however the XC CD is responsible for the overall course layout to ensure it is suitable for eventing.
- Jumping Judges_ Recommendation that only one judge is required. TAG have canvassed several jumping judges and all are happy with this recommendation. Acknowledging that eventing jumping is one format with one set of rules and no jump offs or winner decided on time.
- Elimination before cross country. Wording around 'serious concern about his ability to control horse/concern about safety', will be reviewed by TAG.

- Further discussion with TAG required on rules revisions before final proposal comes to the board for rules changes by 1 August.

AGM Planning

Decisions were made on the timetable for the AGM weekend. Included a full day meeting of Board and TAG including session on Officials Development 'people for the future' and Rules Proposals. AGM will include a combined discipline session and a Hall of fame Cocktail evening. Chair and vice chair to be elected day after the AGM; meeting dates for year set.

Draft Budget

The draft 2021-2022 was presented. Costs for Board Strategy meeting, new comer open days and scholarships to be added.

- A forecasted surplus of around \$11,000 remains to be used as agreed by the Board for working group initiatives and Oceania 2022 support.

NEC Christchurch Funding Request - irrigation project

The board wished to note their congratulations to the NEC Christchurch committee for the funding achieved to date. The board is in favour of offering some funding support to the project; however, agreed to review at next meeting when the financial outcome of NZ3DE 2021 is known.

Horse Ambulance

The board supports the idea for continued investigation into how ESNZ Eventing could fund a horse ambulance. This would allow Eventing to access the ambulances throughout NZ. Marg to progress further and report back to another meeting.

Reports

Finance Report

The April 2021 financial report summary and coversheet were tabled and reviewed. Some refunds, prize money, and expenses from the NZ3DE not yet received. It was noted that the TAG annual spend on officials development is under budget and therefore some planning on activities needs to be agreed with the Board on 25 June. It is requested by the Board that a monthly cashflow forecast is provided by ESNZ finance.

NZ3DE Sub-Committee

A post NZ3DE a debrief meeting with the appropriate parties will be held and reported at the next Board meeting. This will include a report from Subcommittee Chair on how the subcommittee functioned and recommendations for the coming year.

NEC Taupo

Feedback from Board to NEC Rep for on-going development included the need for more covered yards (noted that this is on the priority list already for NEC Taupo), ground outside new covered yards need better drainage, lighting in covered yards. Other comments regarding the arrival inspection and warm down areas to be conveyed to FEI event organisers.

The Chair, Sport Manager, TAG and NEC Christchurch Reports taken as read and adopted.

The meeting ended with a reflection on the value of in person meetings rather than zoom and so more in person meetings will be scheduled for the coming year. The chair thanked everyone for their attendance.

Meeting closed at 4pm.