

MHT Meeting Minutes

February 18, 2022 6:30pm

Zoom Meeting

<https://us02web.zoom.us/j/89006310915?pwd=NFJOWXdXTmZWZk5RHhhamZUVXdYQT09>

Meeting ID: 890 0631 0915

Passcode: 501177

Attendance:

- Present: Dione, Sarah R, Sarah B, Karen, Karla, Dianna, Robby, Danae, Shelagh, Eileen, Alicia, Tanya
- Regrets: none
- Absent: Krista

1. Call to Order

- a. Meeting called to order by Dione at 6:35pm

2. Acceptance of agenda

- a. Karla accepts; Eileen Seconds

3. Approval of previous meeting Minutes from January 14, 2022

- a. No changes or amendments brought forward
- b. Acceptance of previous minutes as recorded
 - i. Karen approves; Sarah B seconds

4. Reports of Officers - see Reports in Appendix 1

- a. No reports presented by:
 - i. Vice-President
 - ii. Secretary
 - iii. Treasurer
 - iv. Marketing
 - v. Special Events
 - vi. Prizes/Awards
 - vii. Sponsorship/Donations
- b. **President (Dione)** - *Reciprocities being finalized; PHTA update. Youth Championships at Tryon Nov 11-13. \$300 safety incentive: flags to be purchased by March 31. Action 2022-7: Danae to purchase flags.*
- c. **Treasurer (Robby)** - *Tanya accepts Treasurer's report as presented. Danae seconds. Report accepted.*
- d. **Membership Chair (Karen):**
 - i. have 9 members of which one person has sent their volunteer cheque, 2 lifetime members, 1 support member; should do a push to increase membership before early bird deadline. Dione to send out Early Bird reminder.
 - ii. Karen - doesn't know who renews until Robby accepts payment. Robby will watch memberships more often until end of Early Bird date Feb 28. Action 2022-8: Robby to look into direct/auto-etansfer.
- e. **Event Planning Committee (Sarah B, Shelagh, Karen, Karla (notetaker)):**
 - i. Shelagh has let MHC know about all of MHT's 2022 dates
 - ii. May 14/15: May Out of Order Event - Meet the Fences Sat, Sun XC -

Scores from this show will contribute to the next competitive event.

1. May 20-22: use SJ scores from MHJA show
 2. May 27-29: use Dressage scores from DW show
 3. Prizes
 - a. Prizes for riders who participate in all 3 'phases'. Sponsorship and prizes to be purchased by Megan (Robby contacted her during the meeting and she said she could do this).
 - b. Karla noted that Chris Bell will always give a cash donation if he receives a written letter requesting support.
 - c. Eileen noted that Greenhawk typically sponsors if approached.
 - d. **Action Items 2022-5:**
 - i. **Eileen** to contact Greenhawk and **Karen** to contact Chris Bell.
 - ii. **Robby** to give Megan a budget for prizes.
 4. **Feb 18 update:** Sarah B– got in touch w/ DW they are prepared to do eventing test for May; costs from DW - \$45 admin fee, drug testing fee \$4, DC levy, medic fee, trailer in fee, therefore 2 tests cost \$164, bronze license required.
- iii. June - Here and There Event
 1. June 18 - Dressage and SJ at Misty River
 2. June 19 - XC at Birds Hill Park
 - iv. July - no Event
 - v. August 6/7 - Willville Derby Days - all 3 phases offered on both days, derby style.
 - vi. August 20/21 - MHT Summer 3 Phase
 1. This will be run similarly to how the September 2021 event was run and will piggyback on MHJA Summer Out of the City – contingent on MHJA dates as they haven't finalized them.
 - vii. September 10/11- Seine River One Day Event
 - viii. Sept 24/25 - potentially Manitoba Team Challenge
 - ix. Need to consider amping up the starter course and add smaller/mini versions of the next level jumps (aka not just jumps on logs).
 - x. Closing dates need to be set so no additional entries will be accepted past that date. Closing dates should be at minimum 1 week prior to the show to allow the rest of the crew to finalise everything and plan without scrambling at the last minute (there's just too much to do that is contingent on the task prior and it ends up putting too much on the volunteers who run the show).
 - xi. New volunteer roles for shows:
 1. Masters of the phases:
 - i. Master of each phase would ensure that all tasks are completed and would be the "go to" for that phase for questions
 - ii. It was decided that these weren't roles that needed to be official, just a volunteer position that falls under the show committee
 - xii. Notes beyond the report:
 1. **MOTION** (Sarah): For 2022, run shows/events regardless of the minimum amount of 3 entries to ensure that members know we're serious about having shows
 - a. Karla seconds; all approve.
 - xiii. Show Dates need to be shared in advance, and repeatedly, with the members/public by:
 1. Email

2. Posted on instagram/fb
 3. **ACTION:** 2021-5 Event committee (**Sarah**)/Marketing (**Krista**)/Communications (**Eileen/Dione**) create a plan for what needs to be said and the schedule for it to be communicated.
- xiv. Karen advised that she will be compiling costs of running events - including lawn mowing, porta-potty, etc plus costs of paid positions and dividing it up for each show; this will help determine actual costs of each event and how much show fees should be per event.
- f. Volunteer Coordinator (Sarah B):**
- i. April 30/May 1 weekend Sarah B to run a volunteer training day
 - ii. Swag - Sarah really wants to be able to provide all volunteers with some form of swag. Karen has had favourable experience with an embroidery company called Expressions in Winnipeg **ACTIONS:**
 1. **Karen** will contact them to look into options for MHT (this covers 2022-5 and 2022-6)
 2. **Sarah** and **Krista** to work together to determine promo/volunteer gift/swag options (2022-6)
 3. Do we have a digital version of the logo somewhere and who holds it – see google drive, Karen will check on the embroiderable version; show committee to meet and discuss. **Action 2022-6: Eileen to provide contact info to Karen to contact Safeguard, as they currently hold the logo.** Danae mentioned 'Get Over It'. **Action 2022-6: Dione to talk with Krista about Marketing plan.**
 - iii. 2022 Volunteer database:
 1. We need to create a new database for all potential MHT volunteers; there are old ones but unsure the last time they were updated
 2. We could add a volunteer line to the membership application so that there are more options for Sarah to reach out to (this also helps members ensure their volunteer requirements are met). 'Is there someone we can contact who will assist you with your volunteer hours?'. Make this field optional, not mandatory, as some volunteer themselves, or forego the cheque.
 - iv. **Action 2022-9: Eileen & Sarah** to talk about logging volunteer hours on the website by end of January and to create a plan/procedure on how volunteers will be educated to input volunteer hours onto the website.
 - v. Needs volunteer list, Dione forwarded during meeting. Closed.
- g. Communications (Eileen/Dione):**
- i. We need to have a more regular presence on social media.
 - ii. Eileen spoke to Dom, who indicated MHT can use his social media scheduler that can be set up ahead of time (i.e. any posts can be made ahead of time instead of putting it on 1-2 people to use traditional/instantaneous posting).
 - iii. **ACTION 2022-10:**
 1. Communications (**Dione/Eileen**)/Marketing (**Krista**) to discuss social media plan and whether the scheduler is an appropriate solution
 2. Marketing to create a plan for what will be marketed on social media
- h. Marketing - Krista** - no report; **2021-6: Action: Dione to reach out to Krista for her plan.**
- i. Website (Eileen):**
- i. Website needs a few tweaks on membership info online
 - ii. Sarah B suggested to have "Thank you for your renewal/membership" once you close the window to verify the transaction was completed.
 - iii. **ACTION: Eileen** will update Membership Works to ensure 2022 figures are

correct and will add the “Thank you for your renewal/membership” where appropriate. Closed. **Feb 18 update:** Eileen forwarded training video to Dione and Alicia for GainApp for automatic scheduling of posts on social media.

j. **ACO Development Chair (Karla):**

- i. **MOTION (Karla)** To run a ‘non-horse’ clinic May 7th (topics such as: how to learn pace/time; walk courses; conditioning, etc) with a practical application on May 8th (apply prior days’ topics; requires a few low-height jumps). Shelagh seconded the motion; All approved.
- ii. Looking at carrying on what Helen M. built in this role previously; looking at what Alberta does. For example, Buy-In option where you pay a flat fee to join; not exclusive.
- iii. Ruth Clinic in June, focus on eventing coaching. More details coming next meeting.

k. **Equipment Manager – Danae** - Discussion around MHC Clubs versus individuals to borrow equipment on the condition that the equipment be returned in the same or better condition. Questions regarding ‘borrow’ or ‘rent’ - how much to rent out? What about liability? What about flags? **Action 2021-1: Danae to come back to next meeting with more information.**

l. **Special Events - Alicia** – reached out to Cathy Johnson about a fundraising opp for paint night, can be done virtually or in person, will have more info at next meeting.

m. **Youth Rep - Sarah Read** – Concerned about vest costs. Danae suggested reaching out to Canadian Tire JumpStart program. Asked about having one Pony Club round at one of the MHT Events. **Action 2022-11: Event committee to discuss and decide on the best date.**

n. **Spons/Donations – all** – **Action 2022-5: Karen to send letter to Elders, Eileen to send to Greenhawk.**

5. Unfinished Business

a. **ACTION 2021-3:**

- i. Policies and procedures
 1. Dione will use the Pony Club document that Val sent over to create a skeleton document so that all MHT roles can be included
 2. Eileen will help compile from procedures we already have on the Google drive
 3. All members will need to help write P&Ps for their role once the rough doc is drafted

b. Event fees increase

- i. Current Derby Event fee is \$95 for 3 rounds of choice.
- ii. **ACTION 2022-3: Robby** to talk with the Event Planning Committee (**Sarah, Shelagh, & Karen**) and create proposal for fee changes if required.
 1. Karen advised that she will be compiling costs of running events - including lawn mowing, porta-potty, etc plus costs of paid positions and dividing it up for each show; this will help determine actual costs of each event and how much show fees should be per event.

6. Round Table

a. Robby - Budget

- i. A budget needs to be created to help meet financial goals of the club.
- ii. The following information will help to create a budget:
 1. Club goals (for example, minimum bank balance, 1/3/5 year goals, expected expenses from different board member roles, etc).
 2. Capital expenditures (are we planning to build new cross country

- jumps or make any other large purchases)
- iii. **ACTION 2022-12: Robby** will work with the different members on the board to compile a budget and will bring a rough draft to the next meeting.
 - iv. Robby - next meeting - add **Action Item** to Agenda to review budgets
 - b. Robby - Absenteeism from meetings – suggested regrets be sent within 48 hours of meeting to avoid issues of quorum; others mentioned that at times this can't be provided. Decided to leave as is, but change meetings to 7pm instead of 6:30pm.
 - c. Danae - next PHTA meeting Feb 28th - forward any questions to Dione as she will be attending.
 - i. Dianna - had questions about running sanctioned versus non-sanctioned. Security (false?) to run safe show; paid liability; relied on ground jury/stewards to oversee event. If non-sanctioned, no EC umbrella. **Action 2022-13: Danae to look into liability when running sanctioned events. Can MHT sanction events at other locations other than BHP? I.e. Willville/Misty River**

7. Date of next meeting: March 18, 2022 at 7:00pm via Zoom

- a. **ACTION ITEMS:**
 - i. Set up next meeting via Zoom
 - ii. Send out invitation/meeting information to Board members
 - iii. Post next Board Meeting on Facebook

8. Meeting Adjourned at 9:13pm

MHC Actions Arising:

Item Number	Action Item	Tasked To	Deadline	Completed Yes/No	Comments
2021 Carried Over Rename 2021-1	Create policy for equipment usage/rental	Danae, Robby, Danae	Mar 18, 2022	No	Ad hoc committee to discuss and create draft policy for usage and rental of MHT equipment. See attached report. Presented ideas; need more info; will revisit and represent next meeting.
2021-3	Update/Rewrite Policies & Procedures	All Members	TBD	Ongoing	
2021-5	Communicate Event dates and formats	Sarah, Krista, Dione, Eileen	Ongoing		Start marketing, communications regularly and frequently
2021-6	MHT Events and Course User Fee increases	Krista Eileen Dione	Ongoing	No	Roll out new fees and promote club. Come up with a marketing plan.
2022-3	Review/Propose Event Fees	Robby Sarah Shelagh Karen	March 18, 2022	No	Committee to meet and discuss. Propose Event fees.
2022-5	Organize prizes for May Out of Order	Eileen Robby Megan Sarah			Eileen send letter to Greenhawk Karen send letter to Chris Bell Robby to give Megan budget for prizes Megan will find prizes
2022-6	Research Swag for promo/prizes/volunteer gifts	Karen Krista Sarah Robby Eileen/Karen			Karen to contact Expressions Krista/Sarah to work closely on what may be suitable for swag options Robby to be involved in budget/costs only Contact Safeguard for Logo Dione discuss with Krista marketing plan
2022-7	Purchase safety flags	Danae	March 31, 2022		\$300 incentive must be used by March 31 for safety equipment.
2022 - 8	Look into auto e-transfer	Robby	March 18, 2022		Look into cost of automatic e-transfer for quicker payment and notification of renewal for Karen.
2022-9	Volunteer hour logging	Sarah B and Eileen			Discuss logging of hours and teach volunteers how to log them
2022-10	Marketing and Communications	Krista Dione Eileen			Discuss social media plan

2022 - 11	Pony Club would like one event they can use for testing	Event Planning Committee	March 18, 2022		Decide what date works best to add an additional component for Pony Club as per Sarah Read's request.
2022-12	Budgets	Robby			Will work with members to compile budgets
2022 - 13	EC sanctioned events vs non-sanctioned	Danae	March 18, 2022		Look into what EC offers when running sanctioned event - liability;safety;etc. Can MHT sanction events at other locations other than BHP? I.e. Willville/Misty River

Appendix 1

Reports:

MHT President's Report for February 18, 2022 meeting – submitted by Dione

1. Attended PHTAs/Equestrian Canada Roundtable meeting
 - a. Officials Working Group
 - i. Developing Participation Matrix to identify what riders are qualified for
 - b. Coaching Working Group
 - i. Pathway to PTSOs – how to make eventing more relevant and support athletes to be successful
 - c. Safety Pins - \$300 incentive for Safety – includes flags, etc. Need to submit receipts before March 31, 2022 – equipment manager will look into cost
 - d. Seeking new committee members
 - e. Officials Shortage – looking at current resources; what is required to get up to date; see who is current and who can mentor; reviewed and fast tracked two applications already; planning an Officials clinic and Course Designer Clinic; need to review the Officials pathway and work on the pilot program
 - f. Governance & Operations – contractual agreement between PHTAs & EC; looking at 2022-2025 strategic plan
 - g. Coaching – all sanctioned events will require coaching licenses; concerns regarding whose responsibility to check; suggest checking all coaches, for consistency; if mandated, need to enable Show Organizer to check licenses; possibility of funding to hire Data Collector? Policy needs to state with written expectations. Coaching committee to discuss and offer solutions to identify and validate credentials.
 - h. Youth Championships – Canada invited to participate. See Below:

2022 USEF North American Youth Championships CCI3*-Long Under 25 years of age CCI2*-Long Under 21 years of age CCI1* Under 18 years of age Tryon,

NC, USA November 11-13, 2022 Need to determine if we have anyone to recommend?

2. Reciprocity Agreements – forwarded requests January 16, 2022

a. MPC – signed February 2, 2022

b. MHJA – in agreement with minor edits to document; finalizing dates

c. DW – have not received any correspondence back yet; will reach out again

Equipment report (draft) - submitted by Danae

Equipment	Rented by	Amount/Level	Checked by	Date rented	Date returned	Checked in return
Walkie talkies						
Dressage Ring						
Warm up Ring Rope & Bull Dogs						
Stop Watches						
Flags and numbers ****						
Start and finish flags						
Trailer parking and sundry signs						

Disclaimer: equipment is to be returned in same or improved condition that it was received.

Equipment is to be used in parameters as outlined by EC national rules, MHT is not responsible for any injuries incurred with the use or involving any equipment rented or provided by MHT.

Deposit is required,

Renter Responsible: Name

MHC #

EC Number and Club association:

Short description of what equipment will be used for

MHT board member approval by:

***flags and numbers are for competition only, open to all

Youth rep - Sarah Rad

Hi MHT committee,

Just looking at getting started on this position. I have several youth interested in the west, through pony club at a cross country experience.

Would you be prepared to put on a clinic at Souris in the spring or alternate facility?

From introduction and education at total beginner grass roots to some riders who have competed your courses up to PE/E level there is a positive vibe. The beginners are on school horses and without easy access to transportation.

We were wondering if you would be prepared at one of the timed xc derbies to run a score card that we can count towards a rally score with our regional finals in dressage and showjumping? Manitoba does not offer a stand alone rally at this time.

A huge stumbling block for the new younger riders is the \$300 safety vest. I can't think of any answers here so just wondering if you have any ideas? We are having a very simple cross country round at regionals in September. A pace class (trot), a cross rail or hydro pole class and a hydro pole class. May I borrow numbers and flags for these 8 obstacles ? I hope to just get the riders on grass trotting a small figure 8 or such through compulsory markers. The qualifying cross country round at one of your derbies would be the starter/PE/E levels.

Do any of you have knowledge of youth riders in the west, or a lesson program out of my regular area that may like some contact? My goal within pony club is to make xc normal and a regular part of the whole program. At this time I'm not aware of other youth equestrians so would like some information there is anyone knows any links or contacts.

Thx.