

MHT Meeting Minutes

March 18, 2022 6:30pm

Zoom Meeting

<https://us02web.zoom.us/j/82563393256?pwd=Rm5nOTRpa2NxR292azBob1QyNWJTdz09>

Meeting ID: 825 6339 3256

Passcode: 717623

Attendance:

- Present: Dione, Sarah B, Karen, Karla, Robby, Danae, Shelagh, Eileen
- Regrets: Krista, Sarah R, Alicia
- Absent: Tanya

ACTION ITEMS to be highlighted in green

MOTIONS to be highlighted in baby blue

1. Call to Order

- a. Meeting called to order by Dione at 7:07pm

2. Acceptance of agenda

- a. Karla accepts; Karen:Seconds

3. Approval of previous meeting Minutes from February 18, 2022

- a. No changes or amendments brought forward
- b. Acceptance of previous minutes as recorded Clean minutes as corrected.
 - i. Danae: approves; Eileen seconds

4. Reports of Officers - see Reports in Appendix 1

- a. President - no report
- b. Vice-President - no report

c. Treasurer (Robby)

- i. See Appendix 1 for full report
- ii. Budget information discussed: Numbers are reasonable. Pessimistic numbers are attainable with the possibility of surpassing them.
 1. **ACTION**: Robby - Adjust the budget to reflect the updated athlete development amounts.
 2. **ACTION**: Eileen and Robby to discuss previous amounts spent on awards
 3. **ACTION**: Sarah - email Robby the amount you expect to pay for snacks/water/drinks etc per show. Not counting volunteer day or swag. Robby accounted for \$100 per show = \$400. doesn't include swag or volunteer day
 4. **ACTION**: General xc maintenance should be increased from \$500 to \$1500. Robby, Eileen, Danae to discuss
 5. **ACTION**: Shelagh, speak to MHC regarding mowing the XC field; contact Diane David to find out if Kelly can mow
 - a. If MHC mowing not a possibility, we can look into buying a mower deck. It may be cheaper to buy one and rent a local tractor. If this is the case, ask Eric Martin to 'shop' for us (estimate of \$800-1,000 used).
 6. **ACTION**: EVERYONE - think about things the club spends money on and send Robby an email
 7. **ACTION**: Robby - discuss with board what they feel about improving the xc course

8. **ACTION**: Robby send out a survey to our general communication list to find out what they would like to see out there.
 9. **Robby Motions**: that MHT commit \$5,000 to put toward building new cross country jumps in 2022. Second: Danae, all in favor
 10. **ACTION**: Robby and event committee to determine event fees
 11. Good job Robby!! You are amazing!
- iii. **Danae** accepts Treasurer's report as presented; **Karla** seconds. Report accepted.
- d. Secretary - no report
- e. Membership & Show Secretary (Karen)**
- i. See Appendix 2 for full report
 - ii. Questions presented in the report that need to be answered:
 1. Concerns about coaches bringing students without being certified, we need to
 2. Karen proposes that the format of the May Out-of-Order be changed from DW/MHJA/MHT to MHT only with format being:
 - a. Saturday, May 14th: Meet the Fences
 - b. Sunday, May 15th: Dressage and Cross Country
 - c. **ACTION**: Event Committee (Karen - discuss with the committee and RRobby to restructure the first event - then send it to an email vote.
 - d. ? Dione & Eileen to let everyone know that we are considering another option for the May out of order event.
 - e. **ACTION**: Eileen send out revised Sponsorship letter to karen & Karla
 3. Karen proposes we reinstate the July power and speed with the format being:
 - a. Saturday, July 16th: Meet the Fences
 - b. Sunday, July 17th: Modified show jumping into modified cross-country
 - c. **ACTION**: Event Committee (Karen - discuss with the committee, we will vote)
- f. Event Manager - no report
- g. Event Organizer - no report
- h. Event Secretary - no report
- i. Volunteer Coordinator - no report
- j. Communications - no report
- k. Marketing - no report
- l. Website (Eileen)**
- i. Updated as much as possible, online membership (renewals and new), coaches user fee, course user fee - all up and running, meeting minutes updated.
 - ii. **ACTION**: Robby & Eileen meet to finalize the additional membership information to post on the website
- m. ACO Development (Karla)**
- i. See Appendix 3 for full report
 - ii. Questions presented in the report that need to be answered:
 1. Do we agree to the proposed clinic pricing? \$250 Members, \$275 Reciprocity
 - a. Karla: approves; Shelagh:seconds
 2. Can we give \$20 GC to the April Educational clinic speakers?
 - a. **Robby approves; Dione seconds**
 3. Should we charge an entry for attendees of the April Educational clinic? **Motion**: Karla \$20, Robby seconds, all in favor
 4. Does anyone have wheels for walking to use at April Educational clinic?
 5. Can we flag the small course/allow coaches to use?
 - a. RT: this will be contingent on the "flags=competition" argument
 6. Will we require registration with the April Educational clinic? Yes.
 - iii. **ACTION**: Karla & Eileen to put together an online registration for the May Educational clinic
 - iv. **ACTION**: Karla & Eileen to put together an online registration for the Ruth clinic.

- v. **ACTION:** Dione to look into the Clinic support grant
- vi. **ACTION:** Robby contact insurance company to see the rules regarding flagged schooling during a clinic (comp vs not)
- n. Equipment Manager - no report
- o. Special Events - we need to fundraise. Karen suggests liquor commission raffle, 1000 tickets at \$5.00 each, LC gift cards of different amounts.
 - i. **ACTION:** Eileen to look into online raffle. will talk to Urban Stable.
 - ii. **ACTION:** Dione to ask Alicia to get this going
- p. Prizes/Awards - no report
- q. Youth Rep - no report
- r. Sponsorship/Donations - no report

5. Reports of Committees

- a. No reports presented by:
 - i. Show Committee
 - ii. Equipment Policy/Rental Agreement Committee
 - iii. Policy & Procedure Documentation Committee

6. Review Action Items from Previous Meeting

- a. See table at end of minutes

7. New Business

- a. Board Member Resignation
 - i. Tanya has resigned as Secretary as of March 1, 2022, We accept her resignation and thank her for her time with the Manitoba Horse Trials board.
 - ii. **ACTION:** Dione to put a call out for volunteers to be secretary

8. Round Table

- a. Robby
 - i. Family Memberships - how to list dependents as separate records. **ACTION:** Robby & Eileen to create accounts for the family members.
 - ii. 2022 Membership excel file - **ACTION:** Karen to send the file to Eileen to put on google drive.
 - iii. At the end of the year, a Membership Works Excel export need to be created to document members
- b. Dione
 - i. Would like a list of coaches, this is available on Membership Works

9. Date of Next Meeting:

- a. Meeting is a Friday IN PERSON location TBD
 - i. Doodle poll
- b. **ACTION ITEMS:**
 - i. Set up next meeting via Zoom if necessary
 - ii. Send out invitation/meeting information to Board members
 - iii. Post next Board Meeting on Facebook
 - iv. Send out member reports prior to next meeting

10. Meeting Adjourned at 10:04pm

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. Feb 18: Presented ideas; need more info; will revisit and represent next meeting. Mar 18: ongoing
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 Mar 18: ongoing Note: need a designated communications person
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. Mar 18: ongoing
2022-3	Review/Propose Event Fees	Robby Sarah Shelagh Karen	March 18, 2022	No	Committee to meet and discuss. Propose Event fees. Mar 18: ongoing, still need to meet ASAP (cut off April 1)
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 Mar 18: Eileen sent letter to Greenhawk March 13th; Robby can't give budget numbers until budget approved/show committee meets.
2022-6	Research Swag for promo/prizes/volunteer gifts	Karen Krista Sarah Robby Eileen/Karen			Karen to contact Expressions - getting samples of swag, in person meeting 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 - trying to contact Dione discuss with Krista marketing plan Mar 18: ongoing
2022-7	Purchase safety flags	Danae	March 31, 2022		\$300 incentive must be used by March 31 for safety equipment. Mar 18: Dione to follow up with Danae, Robby checking with EC Fleur
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. Mar 18: RBC changed their prior cost structure and e-transfers for business are now free. Robby set up e-transfers for autodeposit. YAY!!!
2022-9	Volunteer hour logging	Sarah B and Eileen			Discuss logging of hours and teach volunteers how to log them Mar 18: eileen and sarah to meet
2022-10	Marketing and Communications	Krista Dione Eileen			Discuss social media plan Mar 18: Dione to meet with Krista
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.

		Sarah Read			Mar 18:
2022-12	Budgets	Robby			Will work with members to compile budgets Mar 18: ROBBY SENT OUT EMAIL ON FEB 10TH & A REMINDER FEB 15TH. ONLY 2 PEOPLE RESPONDED. THESE FIGURES WERE INCLUDED. 2022 BUDGET WAS SENT OUT TO SHOW COMMITTEE IN FEB AND TO BOARD WITH THIS MEETINGS TREASURER REPORT Update budget figures from ones outlined in 4c
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 Mar 18: Dione to talk to Danae
2022 - 14 (NEW)	Look into MHC mowing of XC Course	Shelagh	April Meeting		Shelagh to contact Diane David at MHC to see if they will cover MHT's mowing like they do for Drivers
2022 - 15 (NEW)	Make plan for improving XC course in 2022	Robby	April Meeting		Robby contact board to discuss improvement plan & create a survey to get membership/public interaction
2022 - 16 (NEW)	May Event restructure	Show Committee & Robby	April 1, 2022		Discuss restructure of the May Out of Order Event.
2022 - 17 (NEW)	Send sponsorship letter to Karen/Karla	Eileen	ASAP		send out revised Sponsorship letter to karen & Karla
2022 - 18 (NEW)	finalize the additional membership information for website	Robby Eileen	ASAP		Final edit/upload of Membership information to include on website
2022 - 19 (NEW)	Create online form for Ruth clinic	Karla Eileen	April Meeting?		Karla determine information required for form, Eileen to upload on MW
2022 - 20 (NEW)	Look into clinic support grants available to MHT	Dione	April Meeting?		
2022 - 21 (NEW)	Contact Insurance for Liability issues (flags=comp; coaching)	Robby	April Meeting?		
2022 - 22 (NEW)	Create communications for new Secretary	Dione	April Meeting?		
2022 - 23 (NEW)	Create 2021 membership backup	Karen Eileen	ASAP		Karen send a 2021 membership file to Eileen who will upload onto the Google Docs

Appendix 1: Treasurer's Report (Robby Tokar)

Current Financial Position:

The following figures are accurate to March 15, 2022.

MHT 2022 Monthly Summary of Income & Expenses

Updated to:

March 15, 2022

	31-Jan	28-Feb	31-Mar	Annual Total Income per Account
Income				
2022 Membership	160.00	840.00	455.00	1,455.00
Volunteer Hours	-	-	-	-
Course User Fee - Rider	-	-	-	-
Course User Fee - Coach	-	35.00	35.00	70.00
Misc.	150.00	-	-	150.00
TOTAL INCOME (per month)	310.00	875.00	490.00	1,675.00
Expenses				Annual Total Expense per Account
Bank Fees	5.00	5.00	5.00	15.00
Credit Card Fee	-	9.66	10.09	19.75
Year End Awards	-	285.53	-	285.53
Misc.	-	1,330.86	-	1,330.86
	-	-	-	-
TOTAL EXPENSES (per month)	5.00	1,631.05	15.09	1,651.14
NET INCOME (LOSS)	305.00	(756.05)	474.91	23.86

A majority of this month's financial movement has been associated with membership dues.

2022 Budget:

A preliminary budget was created for MHT using actual 2022 expenditures and estimates based off historical figures. See the notes column for explanation of where the budget numbers were derived.

Breakdown of calculations can be found in the spreadsheet below the budget section. Please note that:

1. Course User Fees were derived using a pessimistic (worst case) scenario. These figures should be discussed and amended if necessary – figures included here are from both historical statistics and my assumptions.
2. Only one cross country field mowing expense was included at \$2,000 – this figure may change for two reasons: the club has discussed two mowings per annum and there was discussion last year that MHC would cover the costs of mowing the cross country field. This needs to be clarified due to potential impacts on our financial position.
3. Income/Expenses associated with competitions are only included in the Income section as *Shows (NET)* due to the Show Committee and I not meeting to generate more detailed figures. Figures included are based on the average net income of the unsanctioned shows held by MHT from 2019-2021.

4. There were no budget items included to build new cross country fences. There were no goals/plans established, thus I did not want to include arbitrary numbers as costs associated with building are extremely variable. The club needs to set one-, three-, and five-year goals to guide the plan and funding of large capital expenditures.

MHT 2022 Budget

Income	Notes/Explanation
Membership	\$ 2,150 Average of 2019 and 2020
Course User Fees	\$ 2,595 Pessimistic estimate, see below for breakdown; average for 2019-2021 was \$1,550/year
Volunteer Hours	\$ 100 Based on historical, conservative
Shows (NET)	\$ 3,605 See shows breakdown below; based off NET income of 3 unsanctioned shows
Banquet (NET)	\$ 274 Based on 2019 NET figures
Sponsorship & Donations	\$ 500
Fundraising	\$ 500 Estimate, conservative
MHC Grants	\$ 2,000 Conservative based on 2021 figures
Total Estimated Income	\$ 11,724
Expenses	
Membership Works	\$ 460 Actual 2022
Website	\$ 250 Certificates and maintenance
Insurance	\$ 784 Actual 2022
MHC Club Membership	\$ 225 Actual 2022
Mowing	\$ 2,000 This is for one mowing per year
Show Secretary Expenses	\$ 250 Based on 2021 expenses
Banking Fees	\$ 60 Based on 2021 expenses
Athlete Development	\$ 1,000 Clinic estimate running at loss (Source Karla)
Willeville Clinic	\$ 500 Potential course user expense (Source Karla)
Marketing	\$ 500 Estimate
Year End Awards	\$ 500 Estimate
Volunteer Expenses	\$ 400 Four shows at \$100 per show
XC Supplies	\$ 500 General Maintenance
Safety Equipment	\$ 500 Mim clips, frangible pins; complete estimate
Total Estimated Expenses	\$ 7,929
Total Estimated Net	\$ 3,795

Please see the included Excel spreadsheet for the Budget and the breakdown of figures (not pictured in this report).

Appendix 2: Membership & Show Secretary Report (Karen Iverson)

Membership Report

March 18, 2022

We have a total of 36 Members

- 2 Lifetime
- 2 Supporters
- 2 Families (2 Senior, 1 Junior) (1 Senior, 2 Juniors)
- 23 Seniors
- 3 Juniors

We only have 2 coaches that have paid the coaching fee.

I am worried that with the Coach requirements and the new schooling levy we may be down on income and possibly attendance at our events.

Event Secretary

I would like to propose a change to our May Event. With the information about the cost to attend MHJA and Dressage Winnipeg portions of the event, (they are Bronze shows and require an EC membership), I suggest that we change the format for our first event of the year.

1) Proposal for discussion:

- May 14 - meet the fences as usual
- May 15 - dressage ring and cross country
- Allow one round dressage and one xcountry (could add a pace class if we like) only due to concern of horses and riders not in condition at beginning of season.
- I don't remember what our fees were for last year, (95.00 for 3 rounds?) maybe leave it at \$95.00 because we are only doing 2 rounds.
- Close registration on May 2, 2022 so we will have to make a decision so that we can get it promoted.

2) Proposal for discussion:

- We bring back the July event of Power & Speed as we no longer have an event this month.
- July 16 – Meet the fences
- July 17 – Showjumping the straight into xcountry

Regards

Karen Iverson

Appendix 3: ACO Development Report (Karla Iverson)

June Clinic

Oakhurst Website: [Riding Lessons at Oakhurst – Oakhurst Farm](#) (has a bio)

Oakhurst Facebook: [Oakhurst Farm | Facebook](#)

Having competed herself at the Preliminary level, Ruth combines her real life experiences as an Eventer with formal training as an Equestrian Canada certified coach. Ruth is a Certified EC High Performance 1 – Eventing Coach. During her more than 25 years as a coach, Ruth has taken students from beginner levels to high levels of international competition. Whether her students are competing at the Pre-Entry or Advanced level, they still receive the benefit of Ruth's careful attention to detail in riding, conditioning, and building a strong horse and rider team.

Ruth will be joining us for a clinic June 25th and 26th at Willville. Move in date will be June 24th, and haul out on June 26th. Stalls will need to be cleaned prior to hauling out. Power will need to be pre-arranged and paid to Dianna.

Dianna has graciously offered to add a meal Saturday evening, at the cost of \$15 a person, this will be added to the entry forms so that riders can add those that are joining them too.

Opening date will be May 1st, closing date June 1st.

Hoping to format the clinic as follows:

- 4 Training Level riders (potential to add pre-training that are ready to move up)
- 4 Pre-Training Level riders (potential to add entry that are ready to move up)
- 4 Entry Level riders
- 4 Pre-Entry Level riders

I propose to hold the clinic at **\$250 for MHT members and \$275 for reciprocity members**. MHT members will have first priority.

Cost break down:

Ruth fee \$2000

Flight (estimate) \$700

Facility/Accommodations \$500

Total Expense \$3200

Break Even:

16 riders: \$200

14 riders: \$228.57

12 riders: \$266.67

Previous clinic fees:

Ian: \$200

Chelan: \$220

Peter: \$300-350

I am requesting aid from Marketing and Communications to help draft a poster/promotion for the clinic and have it published. Sadly with my fiscal year end at work fast approaching I am unable to dedicate the time to this.

May Education Session

I am looking into speakers still to speak at my non-riding clinic day on May 7th. Sadly, Glen is unable to speak about proper cool out technique. I am open to names for someone to present on this topic. Elders Equine has offered to hold a presentation on lameness and consequences of not conditioning tendons/ligaments properly. Lesa Cafferty has offered to teach the wheeling your course/walking a course session. I will also be looking for someone to hold a session on how to prepare for out of province showing (what documents you need, timing of paperwork, what to pack, traveling with your horse). If anyone has anything else they would like to be covered, please let me know.

I am also looking for anyone who has wheels for walking courses to allow them to be borrowed for people to use for the day to practice.

On this day I would like a mini course flagged of pre-entry/entry fences to allow for riders to practice walking and pacing the course. I would be willing to flag the jumps on the 6th and unflag them after.

On May 8th I would like to open 2 hour slots for coaches to book for them and their students. This would be for the coaches to work with their students directly on walking courses, and then riding the course to the time that has been walked. I just need to confirm if the flags can stay up for that schooling session or if they would need to be removed. The purpose of this schooling is to practice timing and pace to keep everyone safe, which would mean a SMALL flagged course. I am also open to doing like we do for pace classes and space them a certain distance instead and base the pace off this if that is better.

I would like to offer any speakers a small thank you gift card of \$20 to Tim Hortons for their time and knowledge. Given this should we be charging a small fee to participants? Should we have this a must register gathering to help know numbers?

Again, if Marketing and Communications could assist in promoting this education session that would be lovely.

Sadly, I have not heard back from any course designers at this time that are willing to come in and hold a small clinic on the basics of course designing to drum up interest. I will continue to reach and out and look into this.