

MHT Meeting Minutes

June 30, 2022 7:00pm

166 De Graff Bay or Zoom

Join Zoom Meeting: <https://us02web.zoom.us/j/87330151339?pwd=luz9jxZdtVKhQtM7WQg1uh9-50TYy.1>

Meeting ID: 873 3015 1339

Passcode: 070882

Dial In: +1 204 272 7920

Attendance:

- Present: Karla, Karen, Dione, Robby, Eileen, Alicia, Krista (on phone for first 30 minutes of meeting)
- Regrets: Megan, Sarah Read, Danae

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 7:15pm

2. Acceptance of agenda

- a. Proposed changes:
 - i. Remove Action 5: Review Action Items
 - ii. Remove Action 6: Round Table
- b. Karla accepts; Karen seconds

3. Approval of previous meeting Minutes from April 23, 2022

- a. Karla accepts; Karen seconds
- b. All in agreement, passed

4. July Show Coordination

- a. Meet the Fences – July 16th
- b. Show – July 17th
- c. Work Party

- i. July 9th – Work Party at 10:00am
 1. On Site Organizer (Dione/Eileen will be on site)
 2. Volunteer hours:
 - a. Volunteers need to check in at the beginning of their shift and sign out the end of the day
 3. Volunteers required
 - a. Mowers
 - i. Min 6
 - b. Weed Whackers
 - i. Min 3
 - c. Flag person
 - i. Min 1
 4. What areas need to be attended to?
 - a. Mowing for jumps:
 - i. 1-2 strides from takeoff/landing
 - ii. Make the mowed areas equal around the fence (meaning mow the same distance out from all sides of the fence)
 - b. Whipper snipping the fences:
 - i. Ensure all grass is trimmed around the base (and inside if possible) of the fence that can't be reached by the mowers
 - c. Put the hydro flags up for the rocks
 - i. Small orange hydro flags are in the Death Star
 - ii. Volunteer should make note somewhere about where the flags were actually placed so that we can retrieve them after

- iii. Some areas bad for rocks:
 - a. Middle field, far back by the corner
 - b. Hydro line south of the lower (south-most) field
 - c. Course maps should be assessed to determine any other areas needed
- 5. Website:
 - a. Eileen to remove the volunteer hours self-reporting option from the website. There are concerns with people being dishonest about their volunteer hours.
 - b. All future volunteer hours will be reported in a different manner (method to be determined per situation, however will be through reporting to a person)
- ii. July 10th
 - 1. We will use the Sunday as the weather/rain date
 - 2. It can also be used as a Volunteer option date
 - a. If a volunteer is available on the Saturday only, we are open to having them attend on Sunday – however, we would prefer that the work is completed before the TD walkthrough (one less thing for the list)
 - i. We won't openly advertise this as we'd prefer it all done as a group (but obviously won't turn someone down for the Sunday!)
 - 3. TD walkthrough in morning (probably 10:00am-ish)
 - a. Robby and Geri (TD) to go through the XC course
 - i. Dione may also attend
 - b. We'll get the to-do list then address it as necessary before Saturday for MTF
- iii. ACTION ITEMS:
 - 1. Post about the work party and it's details (Comms: Dione/Alicia)
 - 2. Get Volunteers, see requirements above (Vol Coords: Robby/Krista)
 - 3. Determine who will record volunteer hours (Eileen/Dione)
 - 4. Remove volunteer self-reporting option from website (Eileen)
 - 5. Do TD course walkthrough (Robby and potentially Dione)
 - 6. Obtain/Share TD course checklist with the board and determine who will do the work (Robby and potentially Dione)
- d. July Show Checklist
 - i. The show checklist titled *MHT July 2022 Show Checklist* (that was circulated with the minutes email) was added to the google docs
 - 1. Location in the drive: MHT > 2022 > MHT July 2022 Show Checklist
 - 2. Eileen confirm that all board members have access to this document
 - ii. All board members are asked to keep this up to date by:
 - 1. Indicating what progress of the assigned tasks are by choosing from the drop down in Column D)
 - 2. Completing the tasks by the due date (in Column C)
 - 3. Add any pertinent information in Notes (Column G)
 - iii. All Show Jumping tasks were removed from the sheet
 - iv. The checklist has been updated to the best of our knowledge from information discussed in the last meeting.
 - 1. Please help by checking over the list to see if anything was missed
- e. Show Format
 - i. Concerns were brought forward during the meeting over lack of stadium fences available to the club
 - ii. MOTION by Dione: Change of show format to Dressage and XC and drop entry fees to \$115
 - 1. Krista seconds
 - 2. All in favour
 - 3. ACTION: Communicate the change of format/price for the show (Comms)
- f. Important Entry Dates

- i. Opening Date is as soon as Eileen can make entries open for tomorrow (July 1st)
 - ii. Closing Date is a FIRM Monday, July 11th
 - iii. ACTION:
 - 1. Create online entry form (Eileen)
 - 2. Communicate entry open/close dates (Comms)
- g. Course Flagging
 - i. Danae to do flagging on July 12th
- h. Dressage Tests
 - i. Tests:
 - 1. Use Dressage Tests 1
 - ii. Dressage Judge: Emma Tarvis
 - 1. Post-meeting note: Karla confirmed that Emma is available to judge the show
 - iii. Scribe: Alicia Olivieri
- i. XC:
 - i. We will have full XC courses and use Barry's old maps/courses
 - 1. Karla emailed them to the Exec
 - 2. Krista will ask Darryl to move the XC fences that have been moved back to the appropriate locations (to match Barry's courses)
 - 3. MHT will cover his fuel costs
 - ii. Numbers/Flags
 - 1. Dione/Eileen will go and check the number situation – some of them blew away during a storm when flagged for the (cancelled) June show
 - iii. Jump judge training
 - 1. Ask Geri to do jump judge training for the show (Robby)
 - 2. We will video it so that we can use it for future training
 - iv. Map compilation
 - 1. Robby to create a master map to determine where the jump judges are best located and which jumps are grouped together.
- j. Volunteers
 - i. Krista/Robby will work on the coordinating volunteers for the show
 - 1. Record all names/contact info for volunteers on the show checklist sheet
 - ii. Sources for potential volunteers
 - 1. Look at old lists on the google drive
 - 2. New members
 - 3. Contact drivers
 - a. Erica Robb
 - 4. Robby talk to Karla about volunteering versus coaching (she will volunteer unless she is coaching, will know mid-next week)
 - a. Text post-July 6th
 - iii. Volunteer info packages – include info such as:
 - 1. Where to go
 - 2. Basic rules
 - 3. What to expect the day of the show
 - 4. Chart of everyone's jobs
 - 5. What to bring
 - a. Sunscreen
 - b. Bug spray
 - c. Hat
 - d. Chair
 - e. Rain gear (weather permitting) **NO UMBRELLAS**
 - f. Let them know we will provide water and a basic snack
 - 6. If you're here all day, please bring a bag lunch
 - 7. Robby to look for Paige's volunteer info packages (on google docs) and create a volunteer info package
- k. Create welcome/competitor packages (Eileen)
 - i. Contents

1. Horse treats
 - a. Dione will talk to her friend who makes the horse cookies
 2. Carrots
 3. Pens (Karen)
 4. MHC
 5. Megan Henry had stuff
 6. Dollar store stuff
- I. Medic
- i. Rebecca (Krista's medic friend) can work the show
 1. 204-497-5335
 2. matbec@shaw.ca
- m. Misc.
- i. Confirm porta potty ROBBY
 - ii. Confirm Kelly to bring Water ROBBY
 - iii. Motion: Robby proposes we pay Emma Tarvis \$100 in light of cancelling the last two shows last minute
 1. All in favour
 2. Karla to get Emma's email to Robby to pay
 - iv. Buy converter for emergency charging Eileen
 - v. Karen to create timer training and train timers at the show
 - vi. Karla/Karen to pick up stuff from:
 1. Birons
 - a. Medic Supplies
 - b. Office Supplies
 - c. Volunteer Food
 2. Tanya
 - a. Clipboards
 - b. Ribbons
 3. Shelagh
 - a. Prizes
 - vii. Karen to purchase
 1. Boxes with all jump judges supplies from Staples
 - viii. Dione to get big board for scoring
 1. If she can't get one then Dione will let Karen know as she has something we can use
 - ix. Prizes
 1. Competitors must be present at the awards ceremony to receive prizes
 - a. Comms ensure that this is indicated in the show notices
 - b. Include an Awards Ceremony on the show schedule/OOG with this also stated
 - i. Robby/Karen, not sure who's making it
 2. Volunteer draw at the end of the show
 - a. Megan/Eileen ensure we have a prize for this
 - i. Eileen check to see if there's anything we can give from our prize stash, if not contact Megan to see if she can figure something out
 3. Robby was contacted by a member who was willing to donate cash prizes for
 - a. Best dressage score
 - b. Best overall score
 - c. Worst overall score
 - d. Robby to confirm they're still willing to donate
 - x. Satisfaction survey post-show
 1. Eileen will look for Jen Lowe's old ones and tweak it and will send at the end of the show to:
 - a. All volunteers
 - b. All riders
 - c. All officials

- n. Communications
 - i. Email ASAP to inform about the show running and new format/price – DIONE
 - ii. Once the email goes out, Alicia will use info provided to do insta/facebook
- o. ACTION ITEMS:
 - i. Create procedures for members to use when uploading documents to MW
 - 1. Eileen
 - 2. Members need to download the waiver, sign it, scan it, then upload (or use digital signature)
 - ii. Create welcome/competitor packages EILEEN
 - iii. Book Kelly/water for the weekend Robby
 - iv. Confirm porta potty Robby
 - v. Look into grant money for new flags Robby
 - 1. They have to be square now (not triangles)
 - 2. This can be done at the end of the year
 - vi. Buy new stopwatches EILEEN

5. Round Table

- a. Post-Emergency Board Meeting discussion
 - i. Board members discussed the Exec pre-meeting notes and emails subsequently received by the board

6. Date of Next Meeting:

- a. Date: TBD
 - i. Robby will send out a doodle poll by July 8th for after the July Show.
- b. Location: TBD

7. Meeting Adjourned at 10:02pm