

MHT Meeting Agenda

October 8, 2022 3:00pm

143 Cassin Crescent, Winnipeg

Attendance:

- Present: Eileen, Megan, Karla, Karen, Dione, Robby (Alicia and Sarah R zoom speaker)
- Regrets: Danae
- Absent: Krista

1. Call to Order

- a. Meeting called to order by Dione at 3:24pm

2. Acceptance of agenda

- a. No proposed changes
- b. Eileen Accepts; Karen Seconds

3. Approval of previous meeting Minutes from June 30, 2022

- a. Karla accepts; Karen seconds

4. Reports of Positions - submitted reports at the end of this document

- a. President - Dione- See report
- b. Vice President - Eileen - No report
- c. Treasurer - Robby- See attached
 - i. (Robby) - check grant application from Ruth clinic)
 - ii. Reconcile auditing from Ruth Allum Clinic - Karla to send list to Robby
- d. Secretary - Vacant
- e. Membership - Karen
 - i. Nothing has changed since the last report.
 - ii. Need to repay members for lack of events. buffet style - free ticket,(charge for guests)?
 - iii. Volunteer cheques ? to cash or not to cash? NO
- f. Event Manager - open
- g. Event Organizer - open
- h. Event Secretary - Karen
 - i. Successful July event
- i. Vol Coord - open
- j. Comm - Eileen/Dione
- k. Marketing - Krista
- l. Website - Eileen
 - i. need to update and streamline information on the website
 - ii. Membershipworks
 1. options for memberships, add to membership admin options a place to record MHC is verified and a notes box
- m. ACO Devpmt - Karla- See report
 - i. Action: Karla, to provide a quote for materials needed to make a portable start box by next meeting
 - ii. Get a course designer in the spring to design 4 courses per level
- n. Equip Mgr - Danae No Report
 - i. Action: Danae - Death Star needs to be moved back to the MHC. Tires may need to be repaired or replaced
- o. Special Events - Alicia - No Report
- p. Awards/Prizes - Megan

- i. Has awards, Need to get plaques back. Most are lost? Need a FB post to get the plaques back from 2019.
- ii. get away from the community plaque. Give out personalized plaques instead?
- q. Youth Rep - Sarah Read
 - i. Tried to get riders from the west come out the east. not successful. hope to get them next year - gas prices? lack of confidence? budget? Too inexperienced?
 - ii. Would like to run a clinic in the east to get these riders out, BBQ, schooling course at the end.
 - iii. Action: Sarah find out how Saskatchewan does their 'pace', 'follow the leader' type rounds.
 - iv. Tabled to next year's meetings: We like Follow the leader options for young, new riders to get them on the cross county course
 - v. Clinic on Saturday and Show on Sunday. Ask coaches if they want to run schooling. Would like it if unknown riders would submit a video of their riding and name their coach to be contacted
 - vi. Idea: Meet the fences Clinic on Saturday. BBQ in the evening, Sunday - Show
- r. Spons/Donations - all
 - i. Donation cheque \$500 from Greenhawk. Eileen to pick up

5. Reports of Committees

6. Review Action Items from previous meeting

7. MHT 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	Ongoing	No	Ad hoc committee to discuss and create draft policy for usage and rental of MHT equipment. Feb 18: Presented ideas; need more info; will revisit and represent next meeting. Mar 18: ongoing, Apr 23: ongoing.No update/progress.
2021-3	Update/Rewrite Policies & Procedures	All Members	Ongoing	No	Apr 23: ongoing.No update/progress.
2021-5	Communicate Event dates and formats	Sarah, Krista, Dione, Eileen	Ongoing	No	Start marketing, communications regularly and frequently Note: need a designated communications person
2021-6	MHT Events and Course User Fee increases	Krista Eileen Dione	Before Event Registrn	No	Roll out new fees and promote club. Come up with a marketing plan. April 23: ongoing
2022-6	Research Swag for promo/prizes/volunteer gifts	Karen Krista Sarah Robby Eileen/Karen	Before Events	No	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 - completed Karen/Krista go visit Expressions to see what they can offer MHT (as they carry inventory, can they set up something similar to Get Over It with direct consumer ordering?)

2022-7	Purchase safety flags	Danae	March 31, 2022	No	<p>\$300 incentive must be used by March 31 for safety equipment.</p> <p>Mar 18: Dione to follow up with Danae, Robby checking with EC Fleur</p> <p>Ongoing Apr 23: Fleur didn't respond. Expiry was March 31st. Danae to look into. (APPLY FOR GRANT) LOOK FOR OTHER GRANTS. \$18 FOR CLIPS. NEED SOMEONE TO GET ON THIS.</p> <p>Did not purchase safety flags for 2022. Closed.</p>
2022-9	Volunteer hour logging	Sarah B and Eileen	Before first Event	No	<p>Discuss logging of hours and teach volunteers how to log them</p> <p>Ongoing Apr 23: ACTION: Sarah B to create a new logging book for Board entry (versus personal entry)</p>
2022-11	Pony Club would like one event they can use for testing	Danae	May meeting		<p>Talk to Sarah R about precedent and current practice for all Pony Clubs to rent XC course and pay standard course rental fees. Course can be rented immediately after XC course cleaned up.</p>
2022-12	Budgets	Robby	ASAP	No	<p>Will work with members to compile budgets</p> <p>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</p> <p>Update budget figures from ones outlined in 4c</p> <p>Apr 23: accepted with amendments voted this meeting (Robby to update budget (include XC rental fee of \$400) and distribute to board).</p>
2022-14	Look into MHC mowing of XC Course	Shelagh	May Meeting	No	<p>Shelagh to contact Diane David at MHC to see if they will cover MHT's mowing like they do for Drivers</p> <p>ONGOING (CHECK WITH DANAЕ) Apr 23: Shelagh has talked to Diane David who is still waiting to hear back from the park. Shelagh sent a map of the mowed requirements. Eric is on the lookout for a mower deck at auctions.</p> <p>MHC has excused them from this duty based on the policy. Closed.</p>
2022-15	Make plan for improving XC course in 2022	Robby	Ongoing	No	<p>Robby contact board to discuss improvement plan & create a survey to get membership/public interaction</p> <p>Apr 23: ongoing.</p>
2022-18	finalize the additional membership information for website	Robby Eileen	ASAP	No	<p>Final edit/upload of Membership information to include on website</p> <p>Apr 23: do.</p> <p>DONE. Closed.</p>
2022-19	Create online form for Ruth clinic	Karla Eileen	May 1	No	<p>Karla determine information required for form, Eileen to upload on MW</p> <p>Apr 23: Karla sent information, form has not been created yet.</p>

					ACTION: Krista/Karla/Eileen to configure info. Closed.
2022-20	Look into clinic support grants available to MHT	Dione	May Meeting	No	Apr 23: Dione to talk to MHC about their grants for clinics – this grant will cover losses incurred by clubs. DONE - ROBBY DIONE. Closed.
2022-23	Create 2021 membership backup	Karen Eileen	ASAP	No	ONGOING Karen send a 2021 membership file to Eileen who will upload onto the Google Docs
2022 - 24 (NEW)	Upload Comms & MW Forms and circulate	Eileen Dione	ASAP	New	Closed Apr 23: Upload the newly created forms required to fill out for communications and Membership Works forms
2022 - 26 (NEW)	Accessibility Options	Karla	May Meeting	New	xxxxApr 23: Brainstorm ideas that the club could implement to help riders/parents offset schooling costs. Reach out to other board members if needed.
2022 - 27 (NEW)	Finalize show judges	Show Committee	May Meeting	New	Closed Apr 23: determine needs/finalize show judges
2022 - 28 (NEW)	August MHJA format request	Sarah Biron	May Meeting	New	XXXXXXApr 23: Sarah B to request that MHT can do their stadium portion on the Sunday of Summer Out of the City, as the MHJA show format is Jumpers then Hunters (in hopes that MHT won't have to wait so late in the evening). Done - Closed.
2022 - 29 (NEW)	Amend Coaches XC Application Form	Robby Danae/Karen Sara Biron Kirsta Karla Dione Eileen Alicia	ASAP	New	DISCUSS NEXT YEAR Apr 23: Amend the coach form to reflect changes voted in during meeting: Robby update the coach form to reflect specialists Robby send specifications of insurance requirements (as outlined by Mike) to Danae/Karen Robby send the form to the coaching group for confirmation (Sarah B, Danae, Krista, Karla) Upon confirmation of form, Marketing/Comms let public know of changes (Dione/Eileen, Krista, Alicia) Sarah B/Karen to amend show office processes to add coach status verification check
2022 - 30 (NEW)	Create Rider/Horse Substitution Policy	Danae	May Meeting	New	ONGOING Apr 23: Substitution policy required to determine rider/horse eligibility requirements. To be presented for discussion/voting at May meeting.
2022 - 31 (NEW)	Advertise EC webinar	Danae Comms/Mktg	ASAP by May 3	New	????Apr 23: Advertise EC webinar, Danae has details. Closed.
2022 - 32 (NEW)	Death Star Servicing requirements	Robby Shelagh	ASAP	New	Apr 23: Robby talk to Paige to see what the insurance type is (road legal?) DONE-Closed. Shelagh talk to local mechanics to see if they would go to Eastridge to service. GET A

					MECHANIC TO GO TO LOCATION
2022 - 33 (NEW)	Create Coaches Database	Robby Eileen	May Meeting	New	REVISIT IN NEW YEAR XXXXXX Apr 23: Robby contact coaches who've already applied to see if we have their permission to add their name to our database ONGOING Eileen can we add a field to MW membership renewal that asks if a coach allows us to publish their name in our database.
2022 - 34 (NEW)	Update Sponsorship Pamphlet	Robby Krista	ASAP	New	DONE FIND THE PAMPHLET Apr 23: Robby find the last copy of the sponsorship pamphlet and send to Krista ??Krista update as necessary. Send to Comms once complete. ??Krista look into colour printing options

8. New Business

a. Banquet

- i. Date proposed- Saturday, November 26th
- ii. Meal cost - Karen proposes MHT members pay for a reduced fee (\$10), Robby seconds (looking at approx \$30 for non-members)
- iii. Location decided based on west members.
 1. Action: Megan contact Peppercorn and other locations in the west of the city
- iv. Have a prize draw/auction. Need prizes.
 1. Action - Communications - banquet information, call out to members for prizes
 2. Action - Karla to contact Elders for donation
 3. Action - Alicia to contact Manitoba Liqor/Licencing for a 50/50
 4. Action - Sarah R contact MHC for donation (membership)
 5. Action - Karen to look into swag for banquet - hat with logo? Or for volunteers?
- v. Year end awards - based on awards criteria
 1. action: Megan to get all the points calculated, contact members to submit out-of-province results
 2. Action: Karen to get membership list to Megan

b. AGM

- i. Hold it prior to the banquet at the location
 1. presidents report
 2. Treasurers report
- ii. Nominating Chair: Karen has volunteered

c. Course clean up for winter

- i. Make sure grass is cut before winter. Action: Dione to talk to Danae about grass cutting
- ii. Move the Death star.

9. Round Table - in camera

- a. Need to have roles within the club as opposed to being on the board
 - i. President, Vice-President, Treasurer, Secretary, Past-President,
- b. Discuss within next Board - course rental fee - increase for partial day rental?
- c. Dione:
 - i. Coaches list - hasn't been given. How do we grow the club without having information given?
 - ii. Heat index document from Robby - need to review by the board

10. Date of next meeting: AGM Sunday, Nov27th

11. Adjourn: 7pm meeting adjourned

MHT President's Report for October 2022 meeting – submitted by Dione

1. Attended approx. monthly PHTAs/Equestrian Canada Roundtable meetings via Zoom. Some topics included:
 - a. Officials Shortage – looking at current resources; held an Officials clinic and Course Designer Clinic; need to review the Officials pathway and support development
 - b. Governance & Operations – contractual agreement between PHTAs & EC; looking at 2022-2025 strategic plan
 - c. Coaching for 2023– all sanctioned events will require coaching licenses; concerns regarding whose responsibility to check; suggest checking all coaches, for consistency; intention was to initiate in 2022, but too many unanswered questions so it was a soft start for 2022 to get everyone familiar with upcoming process.
 - d. Reaching out to PSAs for their assistance in supporting PHTAs.
 - e. All clubs having same issues MHT is; ie. Low membership, low interest; many events across Canada were cancelled all summer due to low entries.
2. Reached out for input on the MHC Club Showcase.
 - a. Had two emails with feedback
 - b. No one seemed interested to participate; no one volunteered
3. Events
 - a. June Here and There – cancelled due to heat and humidity
 - b. June Ruth Allum Clinic - successful
 - c. July Summer Sizzler – successful
 - d. August – Willville – successful on behalf of Dianna (i.e. non-MHT)
 - e. August – Summer 3 Phase – cancelled due to no interest (riders out of town)
 - f. September – Seine River One Day Event – cancelled on behalf of Sarah Biron (i.e. non-MHT)
 - g. Suggestions to add another event in September and/or join MHJA Fall Harvest – no one from MHT board was interested in putting in the efforts.
4. Managed non-sportsperson-like emails, facebook comments, rumours, discussions, etc. from MHT members.
5. Frustration Regarding Planning Board Meetings
 - a. No one can commit to meeting on the same dates
 - b. No one wants to have Zoom meetings
6. eBlasts – have not gone out as we have not had any meetings, or anything exciting to talk about.
7. AGM – need to plan AGM; and banquet
 - a. As we were not able to offer much in way of events for members who paid their memberships, I move that MHT pay for the meals at the Year End banquet. Thoughts?
 - b. Another option, is anyone who paid for memberships this year, perhaps they have their rates reduced for next year? Thoughts?

MHT Vice-President's Report for October 2022 meeting - Eileen Blais

Worked with the President and Exec on all points brought forward in the President's report.

Development Chair - Karla Iverson

The Ruth Allum clinic was held successfully and had lots of positive feedback. We were also able to draw in a few newcomers that had been hopeful to show with MHT that late summer/fall. A huge thank you to Dianna again for hosting us at her farm.

Hopes for 2023:

- Would like to see a **portable start box** built – this will allow for greater variety in courses
- Would like to run the pre-show season clinic that was scheduled in 2022 spring
- Would like to see the course develop and grow the number of jumps and skill sets
 - o Hopeful that when we look at purchasing jumps we aim for ones that can be jumped both directions to maximize the number of courses we can have

- Would like to increase our number of officials we can tap into
 - o Work on getting a list that we can contact and branch out to, not just the ones we have always used for variety

- Hoping to have a course designer come out and make 4 courses at the start of the year for us to use for our competitions