



# Manitoba Horse Trials

## Meeting Minutes

Date and Time: December 3, 2022

Location: 34147 Hazelridge Road

Attendees: Sarah (zoom), Shelagh, Karla, Karen, Addy, Shannon, Katlyn, Kyla, Deb, Nancy, Amelia

Regrets: Dione, Krista

Absence: n/a

1. Call to order
  - at 12:13pm
2. Review of Agenda
  - Accepted by Deb
  - Seconded by Katlyn
3. Review of Previous Boards Final Minutes
  - No corrections needed
  - Karen Accepts
  - Seconded by Sarah
  - **Treasurer to request breakdowns of financials for events**
4. Presidents Welcome Report
  - 3 main rules as proposed by presidents welcome report sent via email prior to the meeting
    - Bullying, name calling, isolating, discrimination, or any form of mistreatment will not be tolerated. I would like us to think, "is this something I would say if I was at the office? Is this something I would accept someone saying to my child, spouse, friend, etc.?" There will be a three warning system, very similar to most workplaces with their HR policies. Once we reach the third warning, our bylaws will be abided by for voting out a board member (Article VII, Section 3) Write down all ideas and provide to review at the next meeting
    - Meetings are to be attended. We will be abiding by Bylaw – Article V, section 16 – In the event a member of the board or committee chair

misses 3 board meetings within a year during their term, without advance notice to the board, their position shall be considered vacated and the board shall appoint a willing member to the unexpired term.

- Tasks are to be completed by the deadlines. While I understand life gets in the way, and as horse people we all have a lot on our plates. Should you be unable to complete a task by the deadline, please speak to your committees or fellow board members. We will be a team and help each other to the best of our abilities. That being said, please avoid taking on tasks you will not be able to complete.
- Rule of 2
  - 2 people handle all issues/items when possible. This is to provide accountability and transparency for all board members.
  - No conflict policy – If there is no way to have a 2<sup>nd</sup> person attend with you. In the event of conflict, do not engage, just walk away.

#### 5. Board Role Review

- We will need to re-write the board positions
  - Can be done by the secretary
- Youth Rep – Addy (East) (West Sarah)
- Treasurer
  - Paige still holds the insurance for the trailer
    - She gets reimbursed by MHT
    - We do not have the insurance documents – we need to obtain them and always keep a copy in the trailer
  - Should we transfer the trailer to the name of someone presently on the board
    - What is required to be maintained in order to pass a safety
      - Electrical needs to be corrected
      - Known issue with tires losing air
      - Karen and Karla will bring the trailer to a decided upon service station to have the trailer safetied and maintained in the spring
  - Secretary
    - No EC sanctioned events will be held – no need to contact EC
  - Event Manager and Event Organizer Chair
    - Will be combined into one position
    - The position will now be called Show Committee Chair
  - Equipment Manager
    - Callum would like to be on the committee but not the chair, interested in fence maintenance etc
  - Special Events/Fundraising Chair
  - Volunteer Coordinator
  - Memberships
  - Communications
  - Marketing Chair
  - Athlete, Coach and Officials Development

#### 6. Board Set Up For 2023 Season

- A member of the Executive will join in on all committee meetings
- Executive
  - President
  - Vice President
  - Treasurer
  - Secretary
- Board/Chairs – Have a vote, committee members do not get a vote
  - Events Chair
    - Year-end awards
    - Event Secretary
  - Volunteer Chair
  - Membership Chair
    - Youth Representative
  - Marketing Communications Chair
    - Website/Membership Works
    - Sponsorship and donations
    - Special events

#### 7. Board Role Vote/Assignment

- Executive
  - President - Karla
  - Vice President - Shelagh
  - Treasurer - Katlyn
  - Secretary - Kyla
- Board
  - Events Chair – Karen
    - Get a list of the volunteer requirements
    - Volunteer Training Clinic – Sarah will mirror in the west
  - Volunteer Chair – Krista Brown
    - Sarah to help with the west
  - Membership Chair – Shannon
    - Sarah will be part of the committee for the west
    - Addy will be part of the committee for the east
  - Marketing Communications Chair – Deb
    - Amelia and Nancy will be part of the committee

#### 8. Committee Discussion

- Not required to attend meetings, welcome to whenever possible,
  - Committee Chairs will be required to attend meetings
  - **Need to review by-laws and create policies and procedures**

#### 9. Establish Clinic Dates

- Education Clinic
  - Manitoba Horse Trials Educational Talk
  - **February 18<sup>th</sup>, 2023**
  - Western side of city, Headingly? Portage
    - Community Hall would be an ideal setting
  - Can we get the intended speakers to go to portage? (Portage location would be more ideal to have attendees from the West)

- Maura Leahy
      - Cool Out
      - Glenn Sinclair – Back up
    - Dr Bell
      - Conditioning
    - Paige Dueck
      - Out of province Requirements
  - Preshow information session for riders
    - How to cool out, properly condition horses, course walking, going out of province requirements, etc
- Volunteer Clinic
  - **May 13, 2023**
    - BBQ evening of the Saturday?
  - East and West (Sarah)
  - Demonstrating clear jumps and refusals
    - Need to find horses that can be made to stop at fences without teaching them bad habits
  - Course walking clinic to be run simultaneously
    - Parents/volunteers will attend the volunteer clinic & riders to attend the course walking clinic
- Ruth Allum Clinic
  - In the east
  - Karla will reach out to clinic to confirm availability June/July, maybe august would be better
- Intro to Eventing
  - **June 10, 2023** in the east
    - In the west – Setting a date, potentially the weekend of ladies retreat
  - Open to anyone
  - Get people out onto the field
  - Directed pace class teaching riders how to ride in the open field without jumping
- Ladies Retreat
  - At Willville
  - **June 23-25, 2023 \* based on previous years dates, not yet officially set, put on by Dianna**
- Tick Clinic
  - Run by MHC
  - Dates not yet set
  - In the west
  - And the east?
  - Not specific to eventing
- Tentative Funday
  - **October 14, 2023**

#### 10. Establish Show Dates

- **Derby May 14, 2023**

- - **Derby June 11, 2023**
  - 
  - Willville
    - **July 15 & 16 or August 5 & 6**
      - If willville is Aug 5 & 6 we will hold a July 15 & 16
  - **Derby Sep 9 & 10, 2023**
    - Back to back derbies
    - Could do a BBQ the Saturday night
11. Establish Course Cleanup Dates
- Typically, the week before the show
  - Scheduled times
  - **May 6 & 7**
    - Calum should be available
  - **June 3 & 4**
    - Calum should be available
  - **July 8 & 9**
  - **August 12 & 13**
  - **September 2 & 3**
12. Regular cleanups/ maintenance
- To be completed monthly as per above set dates
13. Establish Board Meeting Dates
- January 14<sup>th</sup> at 11:00am @ Shelaghs
  - February 8<sup>th</sup> at 7:00pm @ Nancys 26104 Melrose Rd
  - March 13<sup>th</sup> at 7:00pm @ Deb
  - April 7<sup>th</sup> at 10:00 @ Karlas
  - May 23<sup>rd</sup> @ 7:00 PM @ Shelaghs
  - June
  - July
  - August
  - September 22<sup>nd</sup> @ 7pm @ Nancys
  - October – Will be booked at the next meeting when Megan is present and the **AGM is set**
  - November - AGM
14. Volunteer Hour Requirements for Members
- Tabled to next meeting when the volunteer chair is available
15. Establish Membership, Schooling and Course Rental Fees
- LAST YEARS FEES**
- Family member \$150, Early bird \$135
    - Not stipulated, believed to be 2 Adults, 2 juniors
  - Senior member \$60, Early bird \$45
  - Junior member \$40, Early bird \$25
  - Friends of MHT member \$25 flat
  - Course Schooling Fee
    - Member \$40
    - Non-Member \$60

- Newbie first time \$20
- Annual schooling pass \$300
  - Connected to rider not horse
- Annual Coach Fee \$35

## **THIS YEARS FEES**

- Early bird cut off March 31, 2022
  - \*Membership rates will need to be reviewed for 2024 year to determine if rates need to be upped.

**Shannon motions for a half price standard (non-early bird pricing) membership price for new members or members who are returning after an absence of 5 years. Applicable to Senior and Junior memberships only. 2<sup>nd</sup> by Nancy. All in favour.**

**Shannon motions to implement a bring a friend program where the referring existing MHT membership member will rec a \$20 MHT voucher for any new members that purchase a membership. The voucher is not transferrable and needs to be used within the fiscal year, December 31. 2<sup>nd</sup> by Shelagh. All in favour.**

**Shelagh motions that the half day coach course rental fee would be \$200 for 4 hours. 2<sup>nd</sup> by Nancy. All in favour.**

**Deb makes a motion for the schooling fee be reduced to \$30 for any horse/rider combo, aside from the non-member newbie fee- that will stay as \$20 for their first school. Shannon 2<sup>nd</sup>. All in favour.**

- Family member \$150, Early bird \$135
  - Household members residing at the same address
- Senior member \$60, Early bird \$45
- Junior member \$40, Early bird \$25
- Friends of MHT membership \$25 flat rate, no early bird
- Course Schooling Fee
  - Board members and committee members are still required to pay schooling fees.
  - Member \$30 (per horse and rider combo)
  - Non-Member \$30 (per horse and rider combo)
  - Newbie first time \$20
    - Don't need to be a member, but can be a member
    - First school only
  - Annual schooling pass \$300
    1. Connected to rider not horse \*needs to be stipulated on the website

- Coach rental fee, \$200 for 4 hours
  1. Full day \$400, no hourly limit
  2. If the course is rented, the course will be closed, and this will be posted on the calendar on the website.
- Annual Coach Fee, previously \$35
  1. **Sarah motioned to removed coach user fees, seconded by Shelagh. All in favor.**

16. Course Maintenance Requirements

- Tabled to next meeting

17. Coach Requirements for schooling

- **Karen motions to remove the resume requirement for coaches and that the requirement is the coach is to be EC Registered or Licensed. Coaches would be required to register as a coach and provide proof of EC registration or licensing. Sarah 2nds. All in favour.**

18. Round Table

- An offer will be put forward for a potential coaching information session on cross country coaching. Sarah to head.
- Amelia to bring a media release proposal to the next meeting for content creation
- What are the requirements for being a comp coach specialist with EC- Karla will be a liaison
- Sarah will be designate for MHC – in the event Karla cannot attend MHC meetings.
- For Sponsorship requests – need a letter to be done up confirming we are a not for profit, include charitable number?
  - This needs to be done ASAP in order for it to be sent out to companies prior to the end of January

19. Adjourn Meeting

- At 3:37pm