



Manitoba Horse Trials

Meeting Minutes

Date and Time: Saturday January 14, 2023, 11:00am

Attendees: Karla, Katlyn, Shannon, Karen, Shelagh, Deb, Kyla, Nancy, Amelia, Sydney (virtual)

Regrets: Dione, Krista, Megan, Sarah

Absence:

1. Call to order
 - Done at 11:18 AM
2. Review of Agenda
 - Approved by Deb, seconded by Katlyn
3. Review December Minutes
 - Approved by Shelagh, Seconded by Deb
4. Set Date for the AGM/Year End Awards
 - Will be late October or November
 - Megan has looked at locations, 5 to 6 locations – potential to take place in Oakbank, Headingly or Winnipeg
 - **Will be brought to review at the February meeting**
5. Review Reports
 - President
 - Board members are supposed to have active MHT memberships
 - **If you haven't renewed yet, please ensure to renew your membership**
 - Come up with ideas for MHT to honor the sudden passing of long time MHT members family member to bring to **February meeting**
 - Donation to a charity
 - Moment of silence at the education clinic
 - Confirm with the member if that would be too soon
 - Reciprocities
 - In the past there has been access to every show and for clinics there was a slightly higher rate for reciprocity members than MHT members

- Ask MHJA for access to the following shows: Summer Smiles, Victoria Day and Fall Harvest
 - MB Distance Riders Association – Rides in Birds Hill Park MHT would have access to, MB Distance Riders would have access to our shows
 - Offer letter 1 for Mowing – Eastridge to mow the course twice per year
 - **Deb makes a motion to accept the proposal and accept Eastridge's offer letter, Shelagh seconds, all in favour.**
 - Offer letter 2 – Stadium Jumps
 - 4 Standards, 4 rails and 6 cups for \$160
 - Unsure how many are available
 - They will need to be painted
 - We will need to confirm long term storage
 - Karla temporarily has a flat deck to transport them and will temporarily store them
 - **Karen makes the motion that we purchase 3 sets for \$480 from Danaes contact, Deb seconds, all in favour.**
 - Ruth is confirmed for June 24th & 25th 2023
 - Ruth is willing to do shorter times (1.5 hour) to have more slots to be able to have more people able to attend
 - January 10th EC meeting – MHT was not meant to be in attendance
- Vice President
 - Death Star
 - \$59 for the year to register, Paige will pay for it and bring the paperwork to the bit clinic held by MHC
 - Have **Paige to send the invoice to MHT e-transfers email for reimbursement**
 - Registered only for lay-up coverage at the time
 - **Karen proposes to speak to Stylings RV to have the trailer looked at in the spring to ensure the trailer is road worthy**
 - Opportunity for sign making night in Oakbank
 - Fundraising opportunity
- Treasurer
 - Past records were just obtained January 7th, 2023
 - Opening balance \$27,004.11
 - Insurance was paid - \$793.66
 - MHC club member fee was paid \$225
 - **Club paperwork to be sent to MHT E-transfer email from info email**
 - Stripe cost \$104.57 in processing fees for last year
 - **Look at the possibility of charging a processing fee on credit card transactions for clinics & shows**
 - 16 Members have paid so far
 - MHC Grant \$350 for the first half of 2022, \$350 will be deposited once Katlyn obtains access to mobile banking account. \$150 club development from MHC from attending the meetings
 - **2023 Grant paperwork will need to be filled out by Katlyn**
 - Breakdown of previous events

- June event loss – 2 different porta potty rentals, one was from BHP and one was for Misty River, medic \$525, Misty River facility fee \$525. Most of the volunteer snacks were used at the next event, \$404 office expense paid to Sarah – we still have possession of most office supplies
 - Medic at the Summer Sizzler event was not paid
 - **Deb motions that we retro actively pay \$200 to Rebecca Keddy for her time spent as the medic for the Summer Sizzler event in July 2022. Shelagh seconds, all in favour.**
 - Katlyn got physical paper copies of documents dating back to 2007
 - **Katlyn will bring these to Karen to shred**
 - **Katlyn makes a motion to destroy all physical copies of the financial documents that are outside of the CFY+7 years, Shelagh seconds it. All in favour.**
 - 2018 Safety Plan
 - Requirement from MHC, enforced for 1 year, technically should be available at all events
 - In 2018 google drive
 - Accident and Injury Report
 - **Currently from 2014, we have an updated form – need to confirm if it's uploaded in the google drive.**
 - Budget needs to be completed
 - Karla to be the backup for all passwords and accounts
 - **Greenhawk cheque – in our possession and needs to be deposited by January 17, 2023**
- Secretary
 - If people step forward to become a part of a committee, please send their contact information to Kyla so that the excel sheet can be updated and no one gets missed for correspondence
 - Dr Bell and Lesa Cafferty have agreed to speak at the education talk
 - **Karla to reach out to Glen, depending on Glen's response reach out to Wendy Carnegie to confirm if they are able to present at the education talk**
- Events
 - Once Barry is back Karen will get information from him regarding his fees etc
 - Deb may have an older email that shows fees
 - Karen has obtained a sponsorship – to build a semi-truck jump for \$750 max donation
 - Robby has agreed to be the scorer for all events
 - Looking for a backup scorer to be trained
 - A whiteboard is needed - Deb has a whiteboard that can be used
 - Putting together 3 event committees in the coming 2 weeks
 - 1 for special events
 - Volunteer clinic needs to be worked on
 - Nancy will help with that
 - 1 for clinics
 - 1 for shows
 - **Eblast to be sent to past/present members**

- Membership
 - 16 members as of now
 - 1 family membership
- Marketing
 - Newsletter
 - Adjust to travelling to compete
 - Adjust to elders – not just Dr Bell
 - Adjust wording – You can complete in any phase individually or all 3 phases
 - After the adjustment newsletter is okay to be sent out
 - Send to someone to one the board for spell check prior to being sent to members
 - Working on having everything updated to the MHTinfo email
 - **Deb makes a motion to submit a cancellation for the “@manitobahorsetrials.com” emails. Cancellation effective at the end of January 2023 and all invoices for reimbursement to be submitted by February 15th, 2023. Letter to be submitted to current owner. Karen seconds, all in favour**
 - Sponsorship
 - Brochure that speaks to what MHT and eventing is
 - Letter indicating requesting sponsorship and letter breaking down sponsorship levels
 - Agreed upon sponsorship levels:
 - Friends of MHT \$50-\$99
 - Website links, logo on the website and promotions
 - Bronze \$100 - \$249
 - Lawn sign on display
 - Website links, logo on the website and promotions
 - Silver \$250 - \$499
 - Sponsor logo on rider’s pinny numbers
 - Lawn sign on display
 - Website links, logo on the website and promotions
 - Gold \$500 - \$750
 - Banners to be displayed on a jump
 - Sponsor logo on rider’s pinny numbers
 - Lawn sign on display
 - Website links, logo on the website and promotions
 - Platinum \$750+
 - Cross country jump to be built with conjunction of the sponsor
 - Banners to be displayed on a jump
 - Sponsor logo on rider’s pinny numbers
 - Lawn sign on display
 - Website links, logo on the website and promotions
 - Starting a You Tube or TikTok account for the club
 - Amelia to investigate this

- **Photo Release Form – Approved by Karen, second by Katlyn. All in favour.**
- Volunteer
 - Nothing to report
- Past President
 - **Hydro poles – Karla to reach out to Dione to organize obtaining hydro poles**
- 6. Review Action Items
 - * see Action Item spreadsheet
- 7. Review Education Clinic – Including but not limited to setting presentation times
 - Presenters in the following order:
 - Karla to speak about what is eventing and what is MHT
 - Chris to speak
 - Glen/Wendy
 - Lesa
 - **Shannon to look for projector she may have at home**
 - Payments/Thankyous for presenter
 - \$50 Tim Hortons gift card for each presenter
 - **Katlyn to purchase**
 - Shelagh donating partially loaded Tim Hortons cards
 - **Amelia to make a video to play at the education talk**
 - Create a group chat to plan the other details with Kyla, Deb and Karen
- 8. Discuss Volunteer Hour Requirements & Other Possible Payment Methods
 - 8 hours for single members
 - 10 hours for family members
 - E-transfers
 - Need to be confirm with the member if they want funds held or if volunteer commitment is waived
 - **Add e-transfer for volunteer hours.**
 - **Add a check box for if they want funds held to be returned**
 - **Add a check box for if they want to waive their volunteer commitment**
- 9. Course Maintenance Requirements
 - We don't have a complete detailed list of the fences
 - **When the snow melts, we will do an inventory of heights and widths of jumps and what needs to be repaired**
- 10. Review Coaches MHT Membership Requirement
 - Do we require a coach to hold to membership in order to coach on the field
 - Voted against by Karen, Katlyn and Kyla
 - Abstained by Shannon a Shelagh
 - Voted for by Deb
 - **Voted that there will be no membership requirement for coaches to coach on the field this year. Will be reviewed again next year.**
- 11. Adjourn Meeting
 - 2:52 PM

NOTES:

- Sydney – Confirmed Willville will be held on August 5&6. Sydney will be part of the event committee going forward
- Club colours for 2023 season have been changed to green and blue
- Nancy has all the MHT paint
- Nancy has a paint sprayer that can be used if needed

Action items to be added:

Shelagh to speak Chris' jujitsu gym about a potential falling clinic

Deb -Scanning in all the current documents from Katlyn to the google drive

Deb to look at the possibility of MHT stickers to be ordered for sale

Show Committee: Colin McDonald is willing to come to take photos – someone to reach out to him to confirm dates

Karla to contact Galaxy Printing to inquire about printing discounts in exchange for sponsorship

Karla to also contact Elders regarding sponsorship

Sponsorship – look at setting up credit card transactions for donations

Marketing – Stephen offered to record a press release promoting the show to be sent to out to radios etc

Nancy to reach out to Sara Read regarding sponsorships in the west

Reach out to local newsletters to promote events & shows