



Manitoba Horse Trials

Meeting Minutes

Date and Time: Wednesday February 8, 2023, 7:00 PM

Location: 26104 Melrose Rd

Attendees: Shannon, Deb, Katlyn, Karla, Karen, Shelagh, Kyla, Amelia, Krista, Nancy, Dione, Megan (zoom)

Absence: Sarah Read, Sarah Soutar, Sydney, Caslin

Regrets: None

1. Call to order.
 - Done at 7:06
2. Review of Agenda
 - Approved by Deb
 - Seconded by Shannon
3. Review January Minutes
 - Approved by Karen
 - Seconded by Krista
4. Set Date for the AGM/Year End Awards
 - Assiniboia Downs will be the location.
 - i. There is the possibility of getting moved around and not have a very private area with not paying for a room rate. If we pay a room rate, we can reserve a set room.
 - ii. Can only do buffet option if we have 40+ people.
 - iii. Will be held November 25, 2023
 - iv. Megan will check to see if deposit is needed and if we do will reach out to Katlyn.
5. Review ideas to honour passing of long time MHT members family member – possibly at the education clinic.
 - **Deb will reach out to member to confirm if they are comfortable with this.**
 - Will not be done at the education clinic – will be done at the first show.
 - **Will be reviewed next meeting.**

6. Review Reports

- President
 - i. Karla received the bill of sale for the trailer and will go register.
 - 1. Shelagh will look to see if we have articles of incorporation. If we do, we may be able to set up an account for MHT with Manitoba Public Insurance. This will prevent RST needing to be paid multiple times
 - a. The MHT corporation number is 034528-8
 - 2. Karla will register the trailer after this is confirmed.
 - 3. Unsure if Paige has cancelled the current insurance.
 - ii. The MHT corporation number is 034528-8
- Vice President
 - i. Deposits for the show don't need to be paid till closer to the show date
 - 1. \$300 per show
 - 2. Paid to to MHC per show & covers:
 - a. Per horse facility fee
 - b. Water tank fee
 - c. Maintenance fee
 - ii. Shelagh to send Karen copy of the booking sheets.
- Treasurer
 - i. List of members to be sent to MHC before the may show
 - ii. Look at sending the promotional video to MHC to promote on their social media
 - 1. Stephen would be willing to record a video if someone else writes it
 - iii. MHC clinic support grant
 - 1. Katlyn reached out to Diane as there is no information on the website
 - 2. Provides up to \$600
 - 3. Katlyn will follow up with Diane & Kylee
 - iv. Karen to pull the AGM minutes out of the box of paperwork to shred and will shred the rest. AGM minutes to be kept
 - v. Once the event committee determines show fees they will be sent to Katlyn so she can add them to her budget
 - vi. Sponsor – requesting a tax receipt
 - 1. We don't have a tax number
 - 2. Katlyn will need to make up a receipt to have sent to our sponsor
- Secretary
 - i. Kyla to submit the tires for good grant
- Memberships
 - i. 19 members
 - ii. All board members will need to renew their memberships
 - 1. List of members who have not renewed will be provided to Karla before the next meeting.
 - iii. Shannon or Karen to move Shelagh to paid in membership works
- Events
 - i. Peppercorn will be providing a projector screen.

1. \$300 budget for food
 - ii. No replies to the volunteer email
 - iii. Events sub committees – looking for more people.
 1. Events
 - a. Shelagh
 - b. Syd
 2. Fundraising
 - a. Kyla
 3. Special Events
 - a. Megan
 - b. Kyla
 - iv. Barry will be arriving April 28th 9:00a.m
 1. Will be here for 4 days.
 - a. \$500 per day. He will work 8 to 10 hours max.
 2. Diana will possibly be booking him for a day.
 3. Will see if Pat can house Barry while he is here.
 - v. Portable jumps will be numbered with permanent numbers.
 - vi. Danae submitted the bill for the price of the stadium jumps.
 1. **Bill to be sent to Katlyn to be paid**
 - vii. Toques
 1. 15.50 each
 2. 30 toques left.
 3. **Karen motions to purchase 30 volunteer shirts. Krista seconds the motion. All in favour**
 4. Shirt sizing
 - a. Medium, large, extra large and double XL
 - b. Order all mens sizing
 5. **Karen makes a motion to give away 3 schooling passes for the education clinic as door prizes. Shannon seconds. All in favour.**
 6. **Karen motions to sell the toques \$20 – will be sold at the ed clinic. Shelagh seconds. All in favour.**
 7. **Karen motion to sell tickets for a raffle/raffles at the education clinic. The events committee will set prices. Krista seconds. All in favour.**
 8. Raffle prizes
 - a. Karen has a set of wine glasses.
 - b. Raffle off a membership – with no volunteer requirement
 - c. Matts work will donate a set of jets tickets.
 - i. Kyla to look into possible lottery license to see if we can advertise the tickets in advance.
- Marketing
 - i. \$50 to print 50 of the tri fold pamphlet.
 - ii. Sarah Read reached out to Morag O’Hanlon see if they would do a master class for us
 - iii. **Deb motions to order 20 of the inside window MHT decals and 20 decals for the outside decals. Krista seconds. All in favour.**

iv. Shannon makes a motion for Deb to be reimbursed for the sample stickers/decals and banners. Dione seconds. All in favour.

- v. Deb added a referral option in membership works
 - 1. Will need to be monitored by Shannon/Katlyn
- vi. Deb added an option for coaches to register on the website
- vii. Vest promo
 - 1. Send out links for vests that meet certification at different price points
 - 2. Add a link for Airoware vest to promote size inclusivity.

viii. Deb to lighten the headings on the sponsorship brochure to make them more legible

- Volunteer
 - i. Nothing to report
 - Past President
 - i. Nothing to report
7. Review Action Items
8. Review Education Clinic
- Done under the events report.
9. Adjourn Meeting
- 8:39