

## Minutes of the NZPCA Canterbury Area Pony Club meeting 13 March 2008 at 7.30 pm Amberley School

### PRESENT

Geraldine Rae (Chairperson/DC NC); Bob Stringer (DC/Hurunui Delegate); Joan Stringer (Hurunui Delegate); Mark Brown (Treasurer/NC); Euan Muirson (President NC/NC Delegate); Jan Danrell (Secretary/CHCH Delegate); Cheryl Muirson (NC Delegate), Anne Atkins (COM/CHCH Delegate), Rosa Reed (Hurunui); Darrelle Stackhouse (Hurunui Delegate); Kay Buckley (NC Delegate).

### APOLOGIES

Sara Wilson (Assistant Chief Coach, CHCH); John Brownlee (DC/CHCH Delegate); Nicky Paynter

**Motion** 'That these apologies are accepted.'

Geraldine/Bob CARRIED

### MINUTES OF THE PREVIOUS MEETING

#### Amendment to the minutes

Jan advised that the correct amount of funding for the Dressage team was \$ 12,500.00, (page 2 and 5 of the previous minutes to be altered).

**Motion** 'That with this amendment, the minutes of the meeting held 14 February 2008 are signed as a true and correct record of that meeting.'

Cheryl/Anne CARRIED.

### MATTERS ARISING:

- CAPC Strategy and Operational Plan - *ongoing*
- Financial Management Plan – *ongoing*
- Newsletter (Chairperson's report) – *ongoing*
- Briefcases for rep riders – *John has ordered these, plus the rugby jerseys.*
- Year Planner– *ongoing*
- Date for Games Clinic – *the time for this has lapsed, and the NZPCA subsidy will have to be returned.*
- Yellow Report in resource manual (all to discuss). NB. *There are additional items to add to the Area and Club Resource Manuals – download these from the NZPCA web site.*

It was moved that a motion be made at the AGM-

'that Canterbury Area Pony Club add to the NZPCA Yellow Report rules, that the application of the Yellow Report also applies to all attendees at an event run in Canterbury' Geraldine/Euan CARRIED

*For reasons explained, and in liaison with Anne, a slightly modified motion was put into the AGM advert. The advert in The Press read 'That the Canterbury Area Pony Club extends the NZPCA Yellow Report procedure to include all personnel present at any pony club activity within the Canterbury Area'*

### CORRESPONDENCE IN:

- Veronica Waddy - Letter re Camp – *Veronica wrote to say how much she had gained from the camp, and how much she enjoyed it.*
- NZPCA – MOU
- Letter Bronwyn Jeffs - Zone Games – *Bronwyn wrote to express her disgust at the aggression and rudeness, and poor sportsmanship shown by one team at the Zone Games. Geraldine, following consultation, wrote to Bronwyn, and Belfast PC – no response from either.*

#### Coaching and Training

- C Coaches Clinic, April 6, Hawarden Waikari PC – Sue Graham
- COM report

#### NZPCA information

- Reminder for Remits, Discussion topics, (by 11 April) and Achievers Awards (due by 30 April)

#### Show Jumping

- List of riders in the Canterbury SJ Team
- NI SJ Report from Dean Williamson – manager of team.

#### Eventing

- Eventing Sub Committee report
- Front page for area trials 2008

#### Finance

- Deskbanking Remittance Travel Equalisation for COM meeting – sent on to treasurer
- Travel Equalisation Spreadsheet for COM meeting

#### Funding

- Account from Rainbow Print Group for printing of diaries - \$ 3026.54
- Email from NZCT advising that the application for \$14655.94 for St John - we have been funded \$ 7500.00

Games

- Paperwork relating to International Mounted Games Exchange Western Australia July 11-17 2008 (Application forms for manager, coach, riders etc) – *Jan to email out to all clubs, for branches, plus Kowhai, asap.*

**CORRESPONDENCE OUT:**

- Minutes circulated
- Letter to Alex Fauth re reimbursement of travel costs
- Letter to Caroline - thanks for camp
- Email: G Rae to Area: Reminder re Achievers Awards - Agenda for March and April
- Email G Rae- Web master- Games Selection
- Letter Belfast Pony Club - Zone Games
- Letter Bronwyn Jeffs - Zone Games
- Letters of congratulations to the first six placed teams at the SJ Championships.

**Motion** 'that Correspondence In is accepted, and Correspondence Out confirmed.'

Euan/Cheryl CARRIED

**SUBCOMMITTEE REPORTS-**

**FINANCIAL REPORT**

Mark spoke to his report.

**Accounts for Payment**

\$	Who	What
\$10.00	Amberley School	Meeting Fee
\$8.50	Mark Brown	Stamps
\$30.00	Jan Danrell	Printer ink
\$40.00	Anne Atkins	Travel to Games Selection
\$150.00	S Graham	Course (keeping them keen)
\$80.00	C Parker	Ground fee for camp, riders to be invoiced
\$7500.00	St John	First half of year FA at events
\$200.00	Pip Lewis	Donation Manager Dressage Team
\$300.00	T Hide	Donation Games Team Expenses

There was discussion on Marks spreadsheet for the year, and Geraldine and Anne are working with Mark on some of the details. Mark advised the committee again that at the moment there is no where that the Area's assets are recorded, or their value, or how much they have depreciated during the year. Even if they do not have any value, they should be listed. Mark asked if he could work with an advisor to sort out the accounts. This may have a small cost. The committee agreed.

**Action** all members of the committee to email Mark any assets that they believe should be on an asset list.

Mark also explained that he had been having difficulty reconciling and balancing the accounts, especially as Meredith, the previous treasurer, and he, worked on slightly different methods of recording.

**Motion** 'that the financial report is adopted and the adjusted accounts for payment accepted'

Mark/Bob CARRIED

Anne explained that she had developed some forms to be used when courses etc are run, and these were for recording the income, expenditure and costs for each activity.

If a Treasurer is not forthcoming at the AGM, John's sister in law was available for \$35 per hour to present a monthly balance sheet for Area, combined with the cheque book held by an area treasurer. She used MYOB.

Kay said she would ask her accountant on what method could best work for Area.

Shirley Smith (Bangor) would also consider the problems, as she works in the financial area.

**CHAIRPERSON'S REPORT**

Geraldine had sent an update to the committee by email.

- Geraldine reminded the committee of the importance of filling all the roles at the AGM
- That she is happy to produce a folder of information for the successful trialists, which included all relevant information on travel, accommodation etc.

## COMMITTEE OF MANAGEMENT REPORT

Anne spoke to the key points from the recent **COM meeting**

- **Updates for the resource manual** should be downloaded and printed off from the web, and put into the area, club and branch manuals.
- Clubs and branches can ask Peter Goldsmith to help them add material on the **web site**, or create their own on condition they liaise with the web chair for NZPCA.
- Please advise area, club and branches to update the **Accident Form** off the web.
- There is some **restructuring of NZPCA** coming in the future, documents for discussion will be circulated
- **Manual 1** is being updated and will be launched at conference 2009
- Reminder that nominations for **Interpacific** should be sent in by October (B cert must be held, B exam will be held prior to closing date)
- It has come to COM's attention that there are some **unfit horses** expected to travel and this should never happen. Offenders could be liable for a yellow report.
- Anne is hoping to attend club meetings prior to the NZPCA AGM to explain **the remits**. *Jan to email details to all clubs/branches as soon as they are received from NO.* Closing date is 11 April.

## COACHING AND TRAINING REPORT

### Games Selection Report

Anne outlined the games selection held at Kowhai on 5 March. The four riders were very competitive, and could all have represented the Area with their skills. The result was very close. Successful rider to go to Hawkes Bay is Thomas Hide from View Hill Branch, and runner up is Josef Buchler of Eyreton Branch. Thomas's mother is the manager.

"that Thomas Hide be sent a letter of congratulations and given \$300.00 towards expenses to travel as part of the SI team to the NI event."

Anne/Bob CARRIED.

### Actions

1. Jan to send the letter and cheque plus the games representative badges to Thomas.
2. Jan to write to Liz Thomas thanking her for the fantastic preparation for the trial, with the ponies, gear, and refreshments.
1. All Level Coaches Course – 6 March – Sue Graham. This was a wonderfully motivating and creative course that inspired coaches to go to the next rally to try out some new ideas.
2. Area Trials – 16 March – see eventing report.
3. Branch Pres/Sec/Treasurers Course plus committee members – 27 March at St Peters Church, Church Corner
4. TD and XC Seminar 29 March
5. Hurunui's Coaches Clinic is confirmed at 6 April with Sue Graham, venue is Hawarden Waikari Pony Club Grounds, Medbury, NC, just before the Hurunui Pub, facilitator Sue Graham, fee 20, contact is Trish Hall [peterhall@extra.co.nz](mailto:peterhall@extra.co.nz), details also on the web.
6. 16 April, SJ course with Tracey Kovacs, in the RDA.
7. 24 May, Equine Seminar at the RDA on the same day as the D coaches course. (share facilities)
8. "Top Ride" type course being prepared. Only 30 places for the whole of the SI, so be quick when it is advertised.
9. Camp – Invoice for ground fees of \$80 – riders to be invoiced (agreed this last year)

Anne advised the committee that she had asked several branches what they wanted for the future coaching and training programme, and no one had got back to her. However, Anne was still hearing complaints about what was being offered. This was very frustrating for Anne who had spent hours and hours setting up the programmes for the whole year.

**Motion** 'that the coaching officer's report be adopted'

Anne/Euan CARRIED

## EVENTING SUB COMMITTEE REPORT

Euan outlined the preparation made for the area trial and that there were some last minute changes in personnel. Help from all branches in Area was needed at the working bee at 1.00pm on Saturday. The Open Novice was being combined with an ESNZ class, and this meant some extra help was forthcoming. ESNZ levies would need to be paid for these riders. There are 70 riders in total for the day.

### Motion

"that the committee buys \$220.00 of petrol vouchers for the officials"

Cheryl/Anne CARRIED

"that people involved with eventing trials be reimbursed up to \$150.00 upon presentation of receipts, prior to the next meeting' Euan/Bob carried.

The motion for the application for funding needs to be modified as the previous calculations for accommodation were incorrect.

**Modified Motion** 'that Canterbury Area applies to the NZCT for funding for the team accommodation (\$1360.00), plus the coach's costs (\$ 1500) plus fuel costs for 6 horses @ \$100 per horse (\$600) = total of \$3460.00"

Euan/Bob CARRIED

- there is a need for the judges list to be updated.- *maybe Blue could be asked to do this?*
- There is a need to get some of our TD's upgraded to Championship TD's (Euan, Ron, Blue, Simon) *Their cards need to be photocopied and sent to Jan to send to NZPCA.*

**Motion** 'that the eventing subcommittee's report be adopted'

Cheryl/Bob CARRIED

### **DRESSAGE SUB COMMITTEE REPORT**

No report.

Jan has checked the dressage manager's contract, and there was no agreement to pay expenses of \$500 as claimed. "that a letter of thanks for all her preparation work be sent to Pip Lewis as manager of the dressage team, plus a cheque for \$200 as acknowledgment of this"

Cheryl/Bob CARRIED

Kay Buckley, who managed the team in the NI, declined any reimbursement.

### **SHOW JUMPING SUBCOMMITTEE REPORT**

Bob spoke to his report.

He congratulated the team for coming 3<sup>rd</sup> equal, an excellent result. Dean Williamson, the manager, had submitted a clear report and John had worked very hard to ensure the team had all it needed.

*Jan to write to all team members congratulating them for representing the area so successfully. (Georgia Pinckney Halswell, Jessica Williamson Halswell, Kirstin Beaven Halswell, Morgan Baddelly West Melton Weedons, Charlotte Bellow Springston, Katy Meredith Eyreton.)*

**Motion** 'that the show jumping subcommittee's report be adopted'

Bob/Cheryl CARRIED

**INTERNET CO-ORDINATOR'S REPORT** - Nothing to report

**O REPORT** - No new information – no new riders, many seem too impatient to complete all the work.

### **FUNDRAISING REPORT**

- Funding towards the costs of St John received from NZCT = \$ 7500.00 (half the requested amount). Mark to pay St John, receipt to be sent to NZCT. Kay advised Jan to resubmit the application for some additional funding.
- Receipts to be obtained from Kay and Mark for the Dressage Team's costs, to be sent to NZCT.
- Papers prepared to apply for the eventing team funding - final signing of papers by Geraldine and Mark, and some paperwork from Mark - to be posted immediately following Thursdays meeting. - (it is difficult to apply for funding if there are too many outstanding receipts)

**Motion** 'that the fundraising report be adopted'

Jan/Cheryl CARRIED

### **GENERAL BUSINESS**

1. Pony Club Achievers – no nominations yet, branches need to look around to submit names. (by 30 April)
2. AGM for Area is 17 April at 7.30pm. at Belfast School.
3. "that the NZPCA Memorandum of Understanding be signed"

Cheryl/Anne CARRIED

This was done.

**Next meeting – AGM Thursday 17 April, at Belfast followed by a committee meeting.**

There being no further business the Chairman declared the meeting closed at 10.00pm.