

## Minutes of the NZPCA Canterbury Area Pony Club meeting 14 February 2008 at 7.30 pm Belfast 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); John Brownlee (DC/CHCH Delegate); Cheryl Muirson (NC Delegate),

### APOLOGIES

Anne Atkins (COM/CHCH Delegate), Rosa Reed (Hurunui); Darrelle Stackhouse (Hurunui Delegate); Sara Wilson (Assistant Chief Coach, CHCH); Kay Buckley (NC Delegate);

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

Geraldine/John CARRIED

### MINUTES OF THE PREVIOUS MEETING

**Motion** 'That the minutes of the meeting held 20 November 2007 be signed as a true and correct record of that meeting.'

John/Euan CARRIED.

### MATTERS ARISING:

- CAPC Strategy and Operational Plan - *ongoing*
- Financial Management Plan – *ongoing*
- Newsletter (Chairperson's report) – *ongoing*
- Briefcases for rep riders (John) – *ongoing*
- Year Planner– (all subcommittees) – *ongoing*
- Coaching Officer's position – still vacant
- Date for Games Clinic – *ongoing*
- Yellow Report in resource manual (all to discuss). NB. *There are four 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

*Jan to ensure this motion is on the web, in the AGM advert, and sent out to all the branches .*

### CORRESPONDENCE IN:

President's Report for Area Meeting Thursday 14 February 2008

#### Coaching and Training

- Dressage Clinic, SJ Coaches Clinic and All Levels Coaching Course
- Email from Anne asking for help for the C+ and above coaches clinic and the A and H exam.
- Coaching Officers Report for Area Meeting February 2008

#### NZPCA information

- (22 Nov) HT Teams Entry and Rider Profile Forms
- Teams Dressage Entry and Rider Profile Forms and tests – posted to Pip Lewis
- NI Team Mounted Games Entry form
- Area Teams SJ Entry form
- Pony Club Achievers Award Forms
- Sports Medical Cards + printout
- Summary of closing dates for 2008 events
- Rules for Areas, Clubs and Branches, HT teams Champs, and Games

#### Show Jumping

- Memo with SJ Team conditions of entry (held at 2008 HOY Show)
- Email from Keith with list of SJ Teams Entries 2008

#### Dressage

- Canterbury Dressage Team Newsletter No ! from Pip Lewis
- Dressage Trials Information Sheet from Keith, returned to Keith filled in

#### Eventing

- Eventing Sub Committee report
- Conditions for area trials 2008

#### Camp

- Emails regarding minimum numbers for the camp to go ahead

#### Finance

- Deskbanking Remittance Advice travel grant dressage – sent on to treasurer
- From Tony Gray regarding funding of coaching and training (sent to Anne)

#### Monograms for teams

(left off last meeting's agenda)

#### Funding

- From NZCT declining funding for camp
- From NZCT giving us \$2500.00 towards diaries
- From NZCT giving us \$13,130.00 for dressage team
- From Bob and Joan Stringer – claim form for lost diaries
- Account from Rainbow Print Group for printing of diaries
- Email from NZCT advising that the application for \$14,655.94 for St John to cover events for 2008 has been received.

#### Games

- **NI Games** Champs selection details for Canterbury (from Anne) plus application form
- Similar email to above (**NI Games**) from Geraldine with closing date
- Email from H Truman asking for nominations for coach and manager for the SI Games team to attend the **NI Games** Champs
- **Mainland Mounted Games** Champs at Waimate in May, nomination form (hosted by SC Pony Club)
- Email from Jan re the **Zone 5 Games** application forms and list of games
- Email from St John asking if they are required for **Zone Games** – sent to Belfast
- From Keith, **Zone Games** organisers Handbook – posted to Belfast.

#### CORRESPONDENCE OUT:

- Minutes circulated
- application for funding for St John to attend all 2008 events
- Diaries – email regarding delivery of diaries to Bob and John and Geraldine

**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

Date	\$	Who	What
3-Jan	\$1,483.00	4 Seasons Holiday	2008 Dressage Team-Motel 2008 Dressage Squad-Horse Accommodation
4-Jan	\$180.00	BOP PC Kaiapoi	
4-Jan	\$364.16	Monograms	NZCAPC Patches
4-Jan	\$200.00	Pip Lewis	2008 Dressage Team-Petrol 2008 Show Jumping-Entry
1-Feb	\$100.00	HOY 08	Fee
7-Feb	\$420.00	K Hogan	C+, A, B, Costs
7-Feb	\$750.00	G Rae	Dressage Team 2008 Airfares
11-Feb	\$72.34	G Rae	Expenses A and H Exams
11-Feb	\$20.00	Belfast School	Room Hire
11-Feb	\$369.50	A Atkins	COM Costs
11-Feb	\$275.63	A Atkins	CAPC-Farrier Kit
11-Feb	\$157.89	S Wilson	Food, C+/B exams
11-Feb	\$118.00	S Graham	H Assessment fee
11-Feb	\$121.30	G Kingsbury	H Assessment fee
11-Feb	\$200.00	N McClintock	Coaching C+/B/A and Pony Camp
11-Feb	\$200.00	C Parker	Coaching C+/B/A and Pony Camp
11-Feb	\$460.00	H Egan	Coaching C+/B/A and Pony Camp
11-Feb	\$3,026.54	Rainbow Print Kaiapoi	Print 2008 Dairies
11-Feb	\$15.19	Monograms	S/J patches
11-Feb	\$275.63	Canty Equine Clinic	Dressage Team 2008-Vet Checks

11-Feb	\$6,412.50	Majestic Horse Floats	Dressage Team 2008-Transport
11-Feb	\$300.00	G Pinckey	S/J 2008 Team costs
11-Feb	\$300.00	K Bevan	S/J 2008 Team costs
11-Feb	\$200.00	J Williamson	S/J 2008 Team costs
11-Feb	\$300.00	C Bellow	S/J 2008 Team costs
11-Feb	\$300.00	D Williamson	S/J 2008 Team costs
11-Feb	\$300.00	K Meredith	S/J 2008 Team costs
11-Feb	\$300.00	M Baddeley	S/J 2008 Team costs

There was discussion on how the accounts could be done for the following year. It was suggested that the treasurer does the cash book, and at the end of the year an accountant does a balance sheet and the auditor then looks at the books. John suggested he would check out how much it would cost for an outside accountant to do a monthly account reconciliation, and the committee hold a cheque book.

Mark also advised the committee that at the moment there is nowhere that the Area's assets are recorded, or their value, or how much they have depreciated during the year.

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

Mark/Cheryl CARRIED

#### **CHAIRPERSON'S REPORT**

Geraldine spoke to her report

- Geraldine spoke of the problem of having all the committee roles filled at branch, club and area level
- Reasons why members resign, such as always being criticized, or that only a few seem to do all the work, and how to address this problem
- Ensuring there is a support system for members at all times, and lots of encouragement
- A list of the upcoming trainings and events for area to run
- A request to help Anne out as she is also busy with COM
- Asking members of area if they are coming back for the next financial year
- Advice of Geraldine's resignation from position of chairperson for Area, as from the 2008 AGM.

**Motion** 'that the chairperson's report be adopted'

Geraldine/Bob CARRIED

#### **COMMITTEE OF MANAGEMENT REPORT**

- Nothing to report – Anne has just returned from a COM meeting and there will be a report shortly. Although Anne is retiring from the position of Coaching Officer, she is prepared to continue to be Canterbury's COM representative on condition all the positions on the Area committee are filled at the AGM.

#### **COACHING AND TRAINING REPORT**

Geraldine spoke to Anne's report and reminded the committee of the important dates coming up for

1. Dressage Clinic – 12 March
2. SJ Coaches Clinic -
3. All Level Coaches Course – 6 March
4. Area Trials – 16 March
5. Branch Pres/Sec/Treasurers Course plus committee members – 27 March at St Peters Church, Church Corner
6. TD and XC Seminar 29 March
7. 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 n [peterhall@extra.co.nz](mailto:peterhall@extra.co.nz), details also on the web.
8. Anne had great difficulty getting helpers for the C+ and above coaches' course, and the A and H exam.

- **GAMES IN NORTH ISLAND** –. To be held 5/6 April 2008 at Hastings. Geraldine and Anne will work together to arrange the selection for the one rider – Anne Atkins will attend the selection at Kowhai Riding Centre.
- **C+ AND B, H AND A RIDERS CAMP** Thank you to Caroline for running this camp so successfully. Next year this will need to be run on a different site as Carolines property will not be available. Places suggested were Eyreton, Waihora, Rangiora, Kaikoura. Carolines report was read out by Geraldine. Although the participants paid, there was no funding, and there was a shortfall of \$348.64 to pay – financial report from Caroline still to come. Georgia Davies who had attended, wrote a very complimentary letter regarding the camp and how important she felt it was to retain it. Jan to write to Georgia thanking her, and to Caroline thanking her also.  
Geraldine/Cheryl CARRIED

**Motion** ‘that the coaching officer’s report be adopted’

Anne/John CARRIED

### EVENTING SUB COMMITTEE REPORT

Euan outlined the preparation made for the area trial. The advert has gone in the Press etc, help from all branches in Area needed.

The quotes for the accommodation and team coach were presented, plus a suggestion that a travel allowance be given to each parent to transport their riders horse (to Nelson).

**Motion** ‘that Canterbury Area applies to the NZCT for funding for the team accommodation (\$680.00), plus the coach’s costs (\$ 1500) plus fuel costs for 6 horses @ \$100 per horse (\$600) = total of \$2780.00”

Euan/Bob CARRIED

**Motion** ‘that the eventing subcommittee’s report be adopted’

Euan/John CARRIED

### DRESSAGE SUB COMMITTEE REPORT

The Dressage Champs report was read –

Denise Youngman gave a detailed report on the trip to Taupo and followed this with several suggestions for next time.

1. Alex Fauth requested reimbursement for \$80 for her cost of traveling in the truck. This request was declined as Area has paid the extra space requested for her mount. The total cost of this extra space was well in excess of the \$80. The manager confirmed that she did not agree to the \$80 being paid.  
*Jan to write to Alex.*
2. Manager requested reimbursement of \$500 as per her quote. Dressage committee stated that this amount was not mentioned in the quote received from Pip Lewis. The quote is to be checked, and as per usual Area practice a reimbursement as set by the committee will be made.  
*Jan to check contract.*

*The Chairperson announced that we will go “in committee” for the purpose of discussing the Dressage Report.  
‘that the committee go ‘In Committee’ to protect individuals”*

Geraldine/Mark carried.

‘that the business discussed be confirmed, and the committee come out of ‘Committee’ and resume an open meeting

Geraldine/Cheryl carried

‘that the committee endorse the action of the chair and give the committee’s recommendations and report to the future Dressage Sub Committee”

John/Mark carried

There was a suggestion that riders who are selected into the Dressage Team generally all have their own trainers and it may be for Dressage alone that in future they continue to train under their own trainers and Area only appoint a manager.

Committee to consider if there are any other suggestions for the Dressage Sub Committee.

“that the dressage **Manager’s** report be adopted’

Euan/Mark CARRIED

### SHOW JUMPING SUBCOMMITTEE REPORT

Bob spoke to his report.

- The following riders have been selected to represent the Canterbury Area Pony Club at the Horse of the Year Show in Hastings on 9 March. Georgie Pinckney, Jessica Williamson and Kirstin Beaven of Halswell Branch, Morgan Baddelly of West Melton Weedons Branch and Charlotte Bellew of Springston Branch.
- The conditions of entry had been circulated prior to the meeting for the committee to see.

- Keith had sent a list of the teams who had entered. At close of entry, there were 7 confirmed teams, with some areas possibly being still to come in late.
- Approval from the committee had been given for each member to receive \$300 and the team manager to receive \$200 towards expenses
- If Chris Harris is not available as a coach, Mavis Harris will go and coach the team.

It was suggested that Katie Meredith, who is also at the HOY, be added to the team as Junior Reserve, if NZPCA accepts her name after the closing date. Bob to ring Keith.

Next meeting of the Show Jumping Team is 25 February at Halswell. Need to get the rugs from Sara Wilson.

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

Bob/Euan CARRIED

### **INTERNET CO-ORDINATOR'S REPORT**

Nothing to report

### **O REPORT**

No new information – no new riders, many too impatient to complete work. Maybe not relevant today??

### **FUNDRAISING REPORT**

- CAPC had received \$2500 towards the diaries and \$13,130.00 towards the dressage team.
- Our application for funding for the camp had been declined.
- Total cost of the diaries following alterations was \$3026.54
- Application for costs for St John to attend all Canterbury events for 2008 has been submitted to NZCT.
- Late email from NZCT sent on area meeting day, to advise that \$7500 towards St John has been given, and that CAPC should reapply for balance part way through 2008.

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

Jan/Cheryl CARRIED

### **GENERAL BUSINESS**

1. Team jerseys – the committee agreed to look at Marg's recommendations for team jerseys, and to go out and buy what is required. " that we purchase eight new Area rugby jerseys" Joan/John carried. *John to get.*
2. North Canterbury PC AGM 10 March Rangiora A & P
3. Christchurch PC AGM 18 March St Peters Church, Church Corner
4. Games rule book and other rules to be kept by the secretary.
5. Scoresheets for Zones to be posted to Belfast PC
6. Email from Juliet re sports guide for all members, Jan to follow up.
7. AGM for Area is 17 April at 7.30pm. at Belfast School.
8. Reminder to consider Pony Club Achievers Awards.
9. Jan is to order some more medical armband inserts.
10. Jan has spare diaries.

### **Next meeting – Thursday 13 March, at Amberley.**

There being no further business the Chairman declared the meeting closed at 10.10pm.