



# Manitoba Horse Trials

## Meeting Minutes

Date and Time: Saturday April 6, 2024 11:00am

Location: Sport Manitoba - Meeting Room #4

Attendees: Kyla, Judy, Caslin, Karla, Brianne, Shelagh, Katherine (virtual), Karen, Katlyn, Dione

Regrets: Shannon

1. Call to Order
  - a. Done at 11:06AM
2. Review of Agenda
  - a. Approved by Dione
  - b. Seconded by Katlyn
3. Approval of February 2024 Minutes
  - a. Approved by Katlyn
  - b. Seconded by Judy
4. Reports
  - a. President
    - i. Application for the shed is with the park directly, Diane from MHC is assisting MHT
    - ii. There is currently no lease with the park. There is active discussion on having the lease set up. The lease will be between the park and MHC and then MHT will lease the cross country course area from MHC.
    - iii. Follow up with the two successful sponsorship applicants
      1. Guideline for obtaining the certification with EC involves shadowing 3 shows and applying for the certification with EC
      - 2. Dione and Kyla will head this and reach out to the successful sponsorship applicants**
    - iv. **Karen motions that we purchase 2 folding tables, 2 folding chairs and 7 display stands for the plaques. Caslin seconds. All in favour**
  - b. Vice President

- i. Booking sheets for shows/clinics have been emailed to MHC Diane David.
  - ii. Karla will reach out to Diane and confirm a contact for the park for opening gates for events**
- c. Treasurer
  - i. Photos for our club spotlight need to be chosen, MHTs spotlight will be in September so we have some time to select these photos.
  - ii. Caslin will fill out the show dates for the grant - Katlyn will send to Caslin to fill out**
  - iii. \$10,000 has been sent to Barry for the jumps.
- d. Secretary
  - i. Nothing to report
  - ii. Sponsorship emails, **Brianne will review the sponsorship emails in the MHT inbox and archive any emails that no longer require attention.**
  - iii. January secretary report has been updated in the drive. Judy has removed the original one and will upload the updated one to the website.
- e. Past President
  - i. Nothing to report
- f. Events
  - i. Karla made the stadium course maps, which are uploaded in google drive.
  - ii. Dressage tests have been changed
    - 1. Starter will be doing CPC pre-training test one
    - 2. Intro will be doing USEF Intro A
    - 3. All shows will be using the same dressage test for the entire year, this will allow people to see their progress over the year.
  - iii. Change in the colours of cross country jump numbers
    - 1. EC levels cannot change, but there are no requirements for other levels.
  - iv. Caslin motions that we pay the \$125 per event (not per day) rental fee for the rental of Shelagh's stadium jumps. Seconded by Judy. All in favour.**
- g. Special Events
  - i. Ribbons were ordered, unsure of what the ribbon cost will be, this will be provided once the order is completed.
  - ii. Karen motions that for the Ruth Clinic for participants we charge \$350 for MHT members, \$375 for reciprocity members, and \$400 for members with only MHC. Seconded by Shelagh. All in favour.**
  - iii. Karen motions that for the auditing fee for the Ruth Clinic we charge \$20 for a day and \$50 for all 3 days. Seconded by Caslin. All in favour.**
  - iv. Ruth clinic entry form
    - 1. Need to add a line for Friday to indicate what time people will be able to ride to for an effort to accommodate people who have to work.
    - 2. Need to stipulate the rules around auditing, what constitutes an auditor.

- a. If a rider is under the age of 18, they would be able to have 1 parent or guardian present without paying an auditing fee.
    - b. If a rider has children under the age of 18 and needs to bring their children with them, the children will not require an audit fee.
    - c. Anyone who is within the area that is able to hear the instructor, an audit fee would be required.
  - v. Ruth clinic fundraiser dinner
    - 1. Karen suggests that this dinner is promoted as a fundraiser dinner
      - a. Bigg Smoak has been booked, they require a \$200 deposit to be sent to hold the date. **Karen will send the email address information to Katlyn.**
      - b. Kyla will submit for an application for the 50/50 and silent auction**
      - c. Karen motions that we charge \$35 per dinner ticket. Seconded by Katlyn. All in favour.**
  - vi. Jumps from Barry
    - 1. We should get about 18-22 jumps total
    - 2. The jumps are averaging around \$1000 per jump
    - 3. They will all need to be painted
    - 4. For sponsorship jumps, we may need to source out a carpenter to build the decorative portion of the jump
    - 5. Karen is arranging transportation for hopefully April 22, 2024
    - 6. Barry will be coming the last week of April, beginning of May.
      - a. Barry will be making courses for pre-entry to training
      - b. Karla will be making courses for intro and starter
  - h. Volunteer
    - i. Nothing to report
    - ii. Judy would like to get together with Katherine to work on the volunteer page for the website
  - i. Membership
    - i. Nothing to report
    - ii. Shannon has renewed her MHC membership, **Karen to reach out to MHC to ensure Shannon is set up to view members at MHC level.**
    - iii. We currently have 20 MHT members, 5 of these are the friends of MHT level
    - iv. We need to get Shannon the login information for the MHT admin membershipworks so that she can start sending the membership emails. This needs to be top priority as members are wanting to confirm if their membership is active for 2024. Some members have been reaching out.
  - j. Communications/Website
    - i. Judy has looked into why the early bird pricing is still popping up. Unsure on where this is in membership works, but Judy is looking into where this is and will correct this. This is at the top of the priority list.
    - ii. Judy is planning to work on the website this week to have the website ready to open for registration.

- iii. **Brianne will send Judy the blurbs for all the sponsors to post on the website sponsorship page**
- iv. Judge rounds/meet the fences day
  - 1. **Caslin motions that we charge \$20 per judged dressage test and \$30 for meet the fences Seconded by Shealgh. All in favour**
  - 2. **Dione motions that people can book a 15 minute time slot to ride in the dressage ring for \$10 after the judged rounds. Caslin seconds. All in favour.**
  - 3. Sign up list needs to allow people to select how many judged tests they will be doing, what test they will be doing and if they will be doing meet the fences. Multiple dressage rounds will be allowed.
- k. Marketing
  - i. Clarified that sponsors who donate merchandise will also qualify for all of the sponsorship rewards per level.
  - ii. Confirmed the wine sense sponsorship was for \$50
- 5. Review of Action Items
- 6. Round Table
  - a. Shelagh to book the porta potties for the events
  - b. We will still keep the pop-up for the e-transfers to require the MHC number to be the password as a backup for if auto deposit fails
  - c. Judy to update the website for signing up as a coach to include MHC grassroots with proof of insurance**
  - d. May meeting is changed to May 4th at Shelaghs for 3:00PM
- 7. Adjourn
  - a. Done at 12:42 PM