



# Manitoba Horse Trials

## Meeting Minutes

Date and Time: Saturday May 4, 2024 3:00pm

Location: Sport Manitoba - 34147 Hazelridge Road

Attendees: Shelagh, Shannon, Katlyn, Kyla, Katherine

Regrets: Brianne, Karen, Karla, Caslin

Absences: Dione

1. Call to Order
  - a. Done at 3:24pm
2. Review of Agenda
  - a. Katlyn approves
  - b. Shannon Seconds
3. Approval of April 2024 Minutes
  - a. Katlyn Approves
  - b. Shannon Approves
4. Reports
  - a. President
    - i. No report
  - b. Vice President
    - i. Nothing to report
  - c. Treasurer
    - i. We got the full bill for the 23 jumps from Barry, the bill was \$26,706.75. The balance will be paid as of May 4, 2023. This amount doesn't include transport.
    - ii. Krista's blanket has been paid for from last year and Katlyn will be picking it up.
    - iii. Krista's membership has been reimbursed
    - iv. Katlyn will be reaching out to people who have not paid their volunteer bond.
    - v. Our current insurance covers us up to \$10,000, would like to up our insurance to cover \$40,000

**1. Katlyn motions to increase the insurance policy to \$40,000. Katherine seconds. Will be taken to the group chat as a vote as quorum not met.**

d. Secretary

i. No questions from the floor

e. Past President

i. No report

f. Events

i. No report

g. Special Events

i. No report

h. Volunteer

i. Katherine & Judy are working on setting up a sign up for volunteers that shows the full season for the year

ii. Review gift cards for volunteer prizes

**1. Katherine motions that we do one gift card/gift draw for the volunteers on show days where 1 of the volunteers will win the prize. Seconded by Shannon. Will be taken to the group chat as a vote as quorum not met.**

**a. We will review donations that Brianne has gotten from sponsors and see if there are any we can allocate to volunteer prizes**

**2. Judy motions that we input a tiered rewards system for volunteers where they can obtain rewards for collective hours volunteered. These hours have to be volunteered by the individual and cannot be transferred to another individual. The volunteer hours reset every season. Board members are not eligible for the reward system. The reward levels are broken down as follows. Seconded by Kyla**

**a. 15 hours - \$10 gift card**

**b. 19 hours - \$10 gift card**

**c. 23 hours - \$15 gift card**

**d. 27 hours - \$15 gift card**

**e. 31 hours - \$20 gift card**

**f. If a volunteer surpasses 31 hours we will review additional reward levels if needed Will be taken to the group chat as a vote as quorum not met.**

**3. Set a volunteer of the year award prize so that we can promote this. Board members do not qualify for volunteer of the year. Katherine motions that the prize will be a \$60 value, the prize itself will be determined at a later date. Katlyn seconds. Will be taken to the group chat as a vote as quorum not met.**

iii. Review of inventory for the volunteers for the season

1. Katherine would like the volunteer inventory sheet reviewed and given feedback.

2. Katherine will transfer the information into a google sheet to make it more easily legible as the PDF uploaded is blurry. **Katlyn & Kyla will review.**
- iv. Review of plan for recruiting: posters, social media, emails
  1. Make posters to be posted on social media
  - 2. Katlyn will add email addresses into the membership sheet document**
- v. Review follow up email
  1. Follow up emails to be sent to volunteers thanking them for their time.
  2. Follow up emails to be sent to members to advise where they are in their volunteer requirements.
- i. Membership
  - i. Shannons MHC is set up but she is unable to view statuses. Shannon will reach out to the MHC contact to get set up.
  - ii. Shannon will be sending out a welcome email to active members.
  - iii. Idea to send an email to members who have not yet renewed to confirm if they would like to renew as a member, promoting the new/exciting things happening this year.
- j. Communications/Website
  - i. Update the description on the course rental page to show daily rentals as an option
- k. Marketing/Sponsorship
  - i. Report sent out with minutes
5. Round Table
  - a. Provide volunteers with the sheet Chris got in Montana that shows different types of refusals. Review the US website to see if it is available online. Katherine will look for this.
  - b. Karen put forward a motion in the group chat on May 4 that \$60 was spent on lunch for Barry, Howard, Caslin, Karla and Karen while volunteering and working on the course all day and for MHT to cover the cost of the lunch. Will be taken to the group chat as a vote as quorum not met.**
  - c. Katlyn was only able to purchase 24 18 inch pieces of rebar from princess auto.
    - i. Katlyn will go and purchase the 30 inch pieces from princess auto**
  - d. Flag holders
    - i. We are short about 70 flag holders
    - ii. Judy will go purchase the supplies to make the flag holders**
6. Adjourn
  - a. Done at 5:29pm