



# Manitoba Horse Trials

## Meeting Minutes

Date and Time: Monday October 7, 2024 6:30pm

Location: Sport Manitoba Meeting Room 4

Attendees: Karla, Caslin, Karen, Kyla, Shelagh, Judy, Shannon, Katherine (zoom)

Regrets: Katlyn, Brianne, Dione

Absences: n/a

1. Call to Order
  - a. Done at 6:42PM
2. Review of Agenda
  - a. No additions
3. Approval of July 2024 Minutes
  - a. Approved by Karen. Seconded by Caslin
4. Reports
  - a. President
    - i. Overall for 2025 the XC schooling needs to be tracked better
      1. If there are 2 coaches on course at the same time we need to ensure they are in separate areas
      2. Waivers need to be confirmed prior to people schooling as well as insurance requirements for Coaches
      3. Reviewing this should be added to someone's job description
      4. We need to come up with a better way to have these filed for people who cannot upload them to membership works
    - ii. The people who live near the start box continued mowing the warm up area and near the start box all season.
      1. They didn't want to accept any money for the mowing.
      2. **Caslin motions to give them a \$50 coop gift card as a thank you. Seconded by Shannon. All in favour.**
      3. Karla will purchase the gift card and bring it to them. Will send a virtual card around to all board members to sign
    - iii. October clean up days

1. There is a substantial list, included in this is painting and/or staining all new jumps and any of the old jumps that were scuffed throughout the year
  2. Old damaged jumps need to be hauled away
  3. All logs that were pulled out and were left around the course need to be collected and put away correctly.
  - 4. Caslin motions to hire Kelly with MHC for Oct 26/27 weekend to help with clean up and for Karla and Karen will be able to haul the damaged fences away. Seconded by Kyla. All in favour**
  - 5. Judy motions that if the Iversons flat deck is damaged MHT will cover the autopac deductible. Seconded by Caslin. Karen abstains. All in favour**
  - 6. Caslin motions to purchase 3 full price cans of gel stain as all the re-stores are out of stock. Seconded by Shannon. All in favour**
- b. Vice President
- i. Nothing to report, no questions from the floor.
- c. Treasurer
- i. Question for Katlyn - There is a \$5000 from when we started the year to now, and the monthly report doesn't reflect the differences. The report should reflect this difference
  - ii. The water/porta potty is split between the saturday & sunday on weekend events which makes it look like the profits for the saturdays are lower as clinic fees are not accounting these rentals
- d. Secretary
- i. Need approximate time for the draws for the LCGA application for the banquet
    1. 1230PM to 130PM
- e. Past President
- i. Nothing to report, no questions from the floor
- f. Events
- i. Yearly competition numbers
    1. May 15 competitors 7 juniors 5 reciprocity
    2. July 23 competitors 12 juniors 9 reciprocity
    3. Sep 22 competitors 13 juniors 11 reciprocity (1 temp)
    4. Oct 11 competitors 7 juniors 4 were MHT members
  - ii. For next year it is recommended to keep the same dressage test throughout the year. It was easier to prep for the shows and competitors seemed to like being able to see the progress they made throughout the year.
  - iii. Birds Hill Park permits
    1. Any permits for cleanup days are free and can be submitted 2 weeks in advance
      - a. These applications go to the head of park

2. Any permits for a special event (shows/clinics) need to be submitted at least 4 weeks in advance. They are \$52.50. These need to be paid via phone
    - a. This application goes to the receptionist at BHP
    - b. You can submit all the dates on 1 for at the beginning of the year for one cost. This is recommended to be done next year to be more cost effective
  3. Caslin has uploaded the finished ones to the drive, Caslin will look to see if she can upload a filled out application so that future boards can review to see how they are filled out if needed
  4. These permits will be required going forward
- g. Special Events
- i. Year end banquet
    1. November 30th from 11AM to 2PM
    2. Banquet is \$45 per person
    3. There will be a cash bar
    4. We typically award Champion and Reserve for each level
    5. **Karen makes a motion to give ribbons and prizes for qualifying members as long as they meet all the requirements for the year up to 6th place for each level as we have lots of ribbons and prizes. Seconded by Shannon. All in favour**
    6. Karen will order a plaque for the intro department, we think there is a spare stand available but Karen will confirm
    7. We need to set a prize for the volunteer award
      - a. **Katherine motions we donate a sweater or jacket and a \$20 gift card. Shelagh seconds the motion. All in favour**
    8. Create a webpage for the people to purchase tickets
      - a. Closing date needs to be 2 weeks before, date for closing of the sales for lunch tickets to close **November 16**
      - b. **Judy requests something to be sent to her for what is required to be on the sign up page. Caslin will send this to Judy**
    9. Members to request silent auction prizes
      - a. Greenhawk and Elders have already been reached out to
      - b. Donation letter needs to be revamped with updated date to be sent out
      - c. Tracker or chat to be updated with where people have contacted to avoid people accidentally reaching out to the same location twice
    10. **Bri will be reaching out to the sponsors that are allocated tickets for the AGM and confirming if they are planning on attending and will update how many people will be attending**
  - ii. AGM
    1. Will be held virtually on November 12 at 7PM
      - a. Caslin to send out notice to membership

2. Is there a way to have the board all together in 1 room for the AGM
  - a. Karla will speak to MHC to see if there is a room at sport manitoba that can support this
3. Nomination Committee
  - a. Is supposed to be 3 people
    - i. Shelagh, Judy & Kyla will be on the committee
  - b. Nomination committee is to reach out to each member and confirm if they are returning and then reach out to members
- h. Volunteer
  - i. Have been sending volunteer reports out after every event. There has only been 2 replies
  - ii. Idea to advertise paid positions at the beginning of the year to see if we can get people to commit for the season
  - iii. Idea to send out a survey (possibly google form) to volunteers to get feedback from volunteers & see what would make them more likely to return as volunteers
- i. Membership
  - i. 36 members includes:
    1. 5 "friends of"
    2. 2 life time members
  - ii. Shannon will have to look for how many reciprocity memberships there were and how many referrals there were
- j. Communications/Website
  - i. Nothing to report, no questions from the floor
- k. Marketing
  - i. No questions from the floor
5. Preparation for AGM
  - a. What is required/needed to be on the Agenda
    - i. Agenda will follow the standard AGM formatting
6. Preparation for the Year End Banquet
  - a. Bri has some prizes for the auction from sponsors but we do not know what she has. Bri to advise what kind of prizes we have already.
  - b. We need tickets for
    - i. Silent auction (square sheets)
    - ii. Grand prize
    - iii. Door prize
    - iv. 50/50
    - v. Katlyn to confirm what tickets she has at home in the MHT supplies
7. New Business
  - a. Scoring of fun show for year end awards
    - i. 1 point to be awarded for attending
    - ii. 2 point to be awarded for completion
8. Round Table
  - a. Idea to send survey out to members/competitors/volunteers to see what they enjoyed the year, what suggestions and/or feedback they have

- b. Idea to send survey out to board members to see what they enjoyed this year, what suggestions and/or feedback they have
    - i. Survey questions to be created and reviewed by the board before going live
  - c. Look at ways to bring people in to MHT as board members
- 9. Adjourn
  - a. Done at 8:35PM