



**Directors' Meeting** – Monday, May 8<sup>th</sup> 2017 at 6328 Bryn Road (Cathy Totten's home)

<b>VIHJA Position</b>	<b>Contact</b>	
President	<a href="#">Leanne Creed</a>	Present
Vice President	<a href="#">Katie Hourigan</a>	Present
Treasurer & Memberships	<a href="#">Cathy Totten</a>	Present
Secretary & Communications	<a href="#">Heather Love</a>	Present
Competition Points	<a href="#">Diana Lewall</a>	Excused
Benefit Show - Sponsors & Prizes	<a href="#">Erin Robinson</a>	Present
Jumps	<a href="#">Meghan Rawlins</a>	Excused
Hunt Ball Coordinator	<a href="#">Victoria Strongman</a>	Excused

**Meeting called to order at 6:33 PM**

**Agenda:**

1. Past Minutes
2. Financials
3. Memberships
4. Points
5. Hunt Ball
6. Jumps
7. Benefit Show
8. New Business

**1 – REVIEW PAST MINUTES**

Heather read past meeting minutes from March 6<sup>th</sup> meeting. A few remaining issues coming up from past minutes, such as outstanding accounts from last year and bylaw review. These items are to be discussed during the meeting. No further action items, all directors agree to adopt minutes as read.

**2 – REVIEW FINANCIALS**

Not a lot of change from the prior meeting, as we still are needing to purchase some new equipment, and so are not yet prepared to purchase another GIC as we don't want to lock up the funds. Heather suggested perhaps a cashable product would be reasonable, as we would still earn a nominal return. Cathy is going to look into purchasing a \$10,000 cashable GIC. Directors agree to this purchase.

Cathy reported that membership revenue has increased, and so far we have more membership revenue in 2017 than we had for all of 2016. There are still two outstanding accounts from last year's Benefit Show, and Cathy is following up with the trainers of those individuals so that the issues can be resolved.

All directors are aware that we have an increasing bank balance and need to spend the funds. We are awaiting an equipment list from Peter so we know what is required, and have discussed and agreed to purchasing more flagging tape, new white boards, rubber mats to cover the wires at the in-gates and around the showgrounds. We will review details of these via email correspondence as we obtain prices/quotes.

### **3 - MEMBERSHIPS**

As mentioned, we've seen more membership revenue so far in 2017 than in 2016 for the full year. This is largely due to Cathy's diligent efforts keeping in touch with the membership via email, as well her efforts at the April SSITS horse show. There are still some outstanding memberships, and Cathy will follow up directly with those individuals.

Cathy is resolve to sit in the show office on warm up day of the horse shows to ensure all memberships are checked, and that all members have signed waivers. This is very important as the waivers must be signed as part of the insurance requirements for SSITS. Cathy has had some difficulty doing that based on the information provided by Horse Show Time since we don't require the rider names when the entries are submitted, she's unable to cross reference the rider names prior to the start of the show to confirm membership. It is difficult for Judy to manage the membership issue at the horse show, so Cathy will assist. For the individuals that do not have memberships, Cathy will follow up with them directly. Directors agree to involve the trainers at a higher level to ensure their people obtain their memberships and sign their waivers.

VIHJA insurance policy does not require a waiver, but SSITS does and they rent VIHJA jumps. As part of a smart risk management process, we will continue to require waivers for the shows. Capri will not re-create an electronically fillable waiver for VIHJA as it would require legal review, and since it is not required they won't do that, but Heather will contact to see if they'll provide a fillable waiver for SSITS and we'll handle that admin for the shows.

### **4 – POINTS**

Norah Ross is taking over points, but not directorship from Diana. She had some questions she posted to Diana and Leanne, summarized below:

Q - How many riders need to be in a class in order for points to be awarded? A: Always record points, even if there's a single entry

Q – There is no beginner equitation 2 foot, only beginner hunter 2 foot (April SSITS), not consistent with our divisions. A: Peter needs to amend his program to align with our divisions, same is true for 2'3" short/long stirrup. Important to note as judge has judged it like a hunter, not equitation round.

Q – No Low Jumper 0.85m or 0.9m, only SSITS classes. Which should be counted for points? A: We

reviewed April and May programs and have provided the class numbers to Norah for what should be included. Again, we need to review with Peter to ensure these are named correctly in future.

The 2'6" Hunter medal was sponsored by VIHJA, and now will be sponsored by Hunt Valley Farm – Cathy will update this in the Division Rules and will re-send this to the membership.

Erin will help Peter update his program to more closely line up with our division rules/regulations.

Heather needs to post division rules on the website, has not yet done it as she needs to organize and archive the 2016 points, and then update the main page to 2017. This will take some time, but will get on it ASAP.

## **5 – HUNT BALL**

This will be held on Friday November 17<sup>th</sup>, and we've discussed trying to have it start at 6pm in order to accommodate those parents who work and need to get ready. We're going to wait until closer to the event to disclose the location, as that is what Victoria wants.

Heather advised that a few members had mentioned concerns over the Friday date, but had advised them this is a budget issue, as traditionally Hunt Ball is not a profit centre for the association.

## **6 – JUMPS**

Meghan is not here to talk about this, so we're going to talk about outstanding issues from the last meeting.

It was reiterated that we need to spend money on jumps. We're still waiting on information from Peter to let us know what we need. We will discuss purchases via email as they come up and go ahead and purchase new equipment, as we have the capacity with the bank account.

Some poles were purchased, as discussed in the last meeting, but they don't arrive until the second week in June, which is a bit tight time-wise to have them painted for the Benefit Show.

We still do not have a jump inventory. The association had paid to do an inventory last year, but we have not yet seen it, so we will follow up with Brittany as she was in charge of that last year.

Pony Club asked Leanne if they would be able to borrow a time from us for their event. Given the fragility and importance of the equipment, the directors agreed it was too big a risk to let it out. We agree to decline the request.

## **7 – BENEFIT SHOW**

Scott Vannan is going to take over sponsorship of the Thursday Feature Class, but we need to make some changes to the schedule. There are two graduated grand prix in our schedule, and the Odlum Brown is the feature class so we really should just have the one. Alternatively, Scott could keep the graduated grand prix and we could make a change to the Odlum Brown class.

Heather will talk to Odlum Brown regarding their interest in changing this. Katie suggested perhaps a Ride & Drive, which sounds like a lot of fun, so Erin will look into the logistics and also discuss some changes for Scott's class.

Erin has updated the entry form and we've seen a draft of the program and it looks great!

Cathy is going to confirm what the fairgrounds is charging for stabling as their rates have increased. This way we can confirm what we should be charging.

We reviewed the costs of the hunter and jumper classes – individual rounds in the hunter ring to remain \$25, and \$30 for the jumper ring. We are going to make all warm up open-field and charged at a flat rate of \$40 as this method seems to be the most simple to coordinate at the show. We will further review class and division costs to ensure everything is aligned correctly.

We need to hire in-gate and jump crew for the Benefit Show, and the directors will see who they can find to assist with this.

## **8 - NEW BUSINESS**

*Scholarship program* → Will be mentioned in the Benefit Show program. It will be open to Juniors and Amateurs only, and make the information available online. Entrants must also have competed at least at one sanctioned VIHJA show. We should ask specific questions for entrant applications.

1. A bit about yourself and your horse(s)
2. What are your short/long term goals, both in riding and outside of riding?
3. What are your accomplishments so far?
4. Why should you be chosen? What would you do with the money?

*Bylaw review* → We intended to do this at this meeting, however we lost track so will plan to have this review at the next meeting. We need to post the bylaws and constitution online as part of the new societies act, so Cathy will send out the information via email so we can review at the next meeting.

*Minutes* → Previously the meeting minutes has been posted online, and we wanted to ensure that was still the correct process. We want to leave this information available to the membership, but ensure we don't include any names that might cause a problem or any controversy. All minutes are to be reviewed by the directors prior to posting.

**Meeting adjourned 8:13 pm**

**Next meeting July 10<sup>th</sup>, 6:30pm at 6328 Bryn Road (Cathy's house)**