

**Ontario Eventing Association Board of Directors Meeting**  
**January 13<sup>th</sup>, 2020**  
**Trisan Centre, Schomberg, Ontario**  
**Final Minutes**

**Present:** Ann Neal, Pat Frewen-Lord, Caroline Abrahams, Veronica Low, Kathleen Wilson, Charlotte Hodgson, Mark Nelson, Andrew McDermott, Roseanne Corbett, Peta Christian, Kendal Lehari, Alexis Minz, Kelley Gravelle, Terri Hough-Gilmour

**Regrets:** Lindsay Mahon

**1. Call to Order:** 7:08 p.m.

**2. Meeting Opening**

Ann Neal welcomed members and asked for a motion to review and approve today's agenda and the minutes of the December 10<sup>th</sup> 2019 meeting.

*V. Low moved and R. Corbett seconded and carried approval of agenda*

*T. Hough Gilmour motioned, C. Hodgson seconded and carried motion to accept minutes from Dec 10, 2019.*

**a. Matters Arising**

**i. Meeting Logistics**

K. Wilson reported that we will be using Zoom as much as possible for meetings going forward instead of our previous teleconference line. In future we can record meetings and keep recordings in a secure location. Discussion ensued regarding the merits of making meeting recordings available beyond the members of the Board. It was also discussed that we should use MS Teams for our Committee work and Kathleen can provide demonstrations on how this works.

**ii. Membership Survey**

K. Wilson noted that she is still working on the membership survey. Discussion ensued regarding the sharing of survey results and the need to maintain confidentiality of individual respondents. It was emphasized that if we do survey members and key issues are identified, we need to demonstrate our action on outcomes. There was a concern that issues raised now might not be addressed in time for the upcoming season. For this reason, it was determined that we should defer the survey to the end of the 2020 season (perhaps October/November)

**iii. Champs and Options for 2020**

P. Frewen Lord noted that no organizer has approached her with an interest of hosting champs. It was noted that organizers who want to do Team Challenges are free to do so, but they are not considered Champs. Pat reiterated the expense of hosting champs and whether it is good value for money given the existence of

leaderboards. It was also noted that EC continues to discuss the possibility of regional champs across the country. Based on discussion it was suggested that we continue our position from last year and focus on an effective and clear communication plan to members. In particular it was emphasized that we need more facts and figures to support our communications plan.

*P. Frewen Lord moved and V. Low seconded and carried that OEA Champs will be suspended for the 2020 season and reassessed for subsequent seasons.*

Action:

- R. Corbett and K. Wilson to develop a staged communication plan to members articulating facts and numbers related to Champs

### **3. Matters for Discussion**

#### **a. Presidents Report**

Ann Neal noted an issue with memberships and that the OE system does not let you purchase an OEA associate membership without an OE membership. Roseanne has been in touch with OE to fix this. It was determined that we should give OE an opportunity to correct the glitch before we do any communications to our members.

It was noted that Codes of Conduct have now all been signed and submitted by members. Ann reiterated that as a Board member you are expected to support initiatives of the OEA to our membership and stakeholders. Correspondence related to a Committee/Subcommittee or its activities should only come from the Chair of that committee. The Chair makes a report on Committee activities and it is up to the Board to approve it. We need to emphasize and value the diversity on the Board and strive for transparency.

Ann also noted that she has been in contact with the Thoroughbred Incentive Fund. They have a great program to offer prizes in each division, based on individual registration with their program.

Action

- Char will follow up with the TIP to get appropriate details so we can communicate to members

#### **b. Treasurers Report**

Financial reports were circulated in advance of this meeting and the 2020 Budget is on the horizon. It is critical that Committee/Subcommittee Chairs send their budgets to Roseanne so that it can be incorporated into the budget which must be approved at the February meeting.

For example, we need to determine if we have a specific consolidated budget for Adult Amateurs and then get approval for specific initiatives. Revenue and cost items such as membership revenue and TD expenses will be generally the same as previous years.

### Action

- All Committee Chairs to get their budgets to Roseanne as soon as possible and to forward or upload to One Drive final project plans

### **c. Committee Reports**

Ann noted that we need the Committee/Subcommittee Plans laid out for the 2020 year so that all activities and planned expenditures are in place as soon as possible. She noted that Terri is now chairing the Adult Amateurs Subcommittee and that Kendal is joining the YRU25 and the AA committee. Roseanne will continue on Memberships with Caroline for 2020 and Kelly will work on By-laws and Policy to bring them up to date. Roseanne confirmed that the AGM will take place on November 21, 2020. She did note that we took a loss of \$2,600 for the 2019 banquet so we need to recoup those funds hopefully through sponsorships so that we can continue to offer discounted tickets to encourage attendance.

#### **i. Governance and Strategic Planning**

No leadership has been identified for this Committee as of yet.

#### **ii. By-Laws and Policies**

Kelly is leading this work to review our By-laws and bring them up to date

#### **iii. Communications**

Planning is underway for 2020 communications with many communications activities supporting multiple committees (AA, YRU25, Coaching, etc.)

#### **iv. Growing the Sport**

Caroline is working with Kathleen and Kelly to create the plan and develop materials to support communications and promoting of eventing.

#### **v. YRU25**

V. Low reported that sponsorships continue to grow. It was noted that some donors are anonymous and wish to remain as such. On-site prizes will be offered to third place in each YR/U25 division. It is planned to increase the cost of joining YRU25 to \$50 from \$25 last year and anyone can sign up from now to May 31<sup>st</sup> to participate. There will also be a special emphasis on volunteering to be eligible for many incentives/prizes. It was also emphasized that we need to build in administrative costs into this budget. We also need to clearly communicate the rules, expectations, leaderboard calculations etc. related to this program

### Action

- We need a thankyou post to last year's sponsors and a welcome to this year's sponsors.

**vi. Coaching**

It was noted that as of 2020 individuals need to be licensed to participate in the warm-up rings and we need to encourage that as many coaches obtain certification as possible. We will add a section on our website regarding Coaching certification and links to the EC site on Coach licensing and certification. Kendal noted that we could support coaching study groups for certification. It was suggested that we could also include a list of licensed and certified coaches on the OEA website. We should also post dates of Coach prep clinics and first aid sessions which are mandatory for licensing. We'll need to offer clinics in both Eastern and Western Ontario and it was noted that we have access to the Canadian Sports Institute through the OE.

It was clarified that licensing is mandatory for teaching and coaching at events, and that it requires first aid training, plus the modules on Concussions and Ethics. It was agreed that we need to develop a communications plan to reach out to coaches about requirements and assistance that can be offered through the OEA.

**vii. Adult Amateurs**

T. Hough Gilmour noted that she will be working with Kendal, Laura and Pat to develop a project plan.

**viii. Schooling Days**

Pat has four organizers so far, Stevens Creek, Bronte, Wits End and Caledon signed up for Schooling Days although at this point she doesn't yet have dates.

**ix. Competitions**

Pat noted that competition dates are finalized and were submitted for the Omnibus before Christmas. She needs people on this committee to help out and ideally with good people skills. Char is considering but would need others for support.

*Note: P. Frewen Lord signed off at 9:30 p.m.*

**x. Volunteer Incentive Program**

Terri has spoken with Laura McGuire who is not yet a Director but very keen to help out and has good ideas. We are planning to do a leaderboard for volunteers to keep track of who volunteers at the most shows. The plan is to still give out \$50 per volunteer and will rely on the Secretaries who are onsite at the shows for assistance. We also need to provide better resources for volunteers to understand things such as refusals, run-outs, etc. Peta noted that Dressage Canada has a great volunteer program called Red Scarf that we should look into for ideas.

**xi. Officials, Rules and Safety**

Peta noted that she has prepared key messages about new rules for a blog post. It was also noted that the Officials clinic dates are also posted on the website. Peta also needs to determine the value of bursaries for officials for this year as

this year little funding was applied for and provided. In general, we agreed that much more information about Officials, clinics and available bursaries must be promoted on our website.

*Note: V. Low signed off at 9:45 p.m.*

**xii. Finance**

Roseanne noted that she has already gone over the process of the budget for 2020

**xiii. Funding**

Roseanne noted that we have the TD reimbursement program and CIP. We have already revamped TD reimbursement based on a motion from last year where its tied to the number of entries. We also discussed an increase in the CIP as not everyone claimed the maximum that they were entitled. If we allow them to claim up to \$200 per show, we could potential award \$21,500 this year if everyone submits a claim.

*R. Corbett moved and T. Hough Gilmour seconded and carried that we increase the maximum claim for stadium course design to \$200 per event, and that we increase the overall annual maximum claim for Part B of the Competition Improvement Fund to \$1500 per organizer per season.*

**xiv. Sponsorship**

V. Low is continuing to work on sponsors and a plan/budget for 2020

**4. Next Meeting:** February 10, 2020 at the Trisan Centre in Schomberg

**5. Meeting Adjournment:** 9:58 p.m. moved by K. Wilson and seconded by T. Hough Gilmour