

Horse Trials New Brunswick

Annual General Meeting

Saturday, 25 November 2017

Attendance:

Lori Leach, Suzanne Stevenson, Janet Stevenson, Bob Stevenson, Janet Currie, Emilie Murphy, Amber Hancock, Reba Sewart, Lyndsay Fleming, Sam Atkinson

Meeting called to order at 12:36 pm

Quorum reached

Presidents Report- Lori Leach

Lori reviewed her report

LTED Review

- Coaching development program had good feedback from board members, participants and the NBEA
 - EC may work with provinces to provide a similar program, NB is ahead of the game in coach development
- Facility Development
 - Achilles site was focused on this year but will not be used moving forward.
 - There is a farm in Moncton , owner is still interested in developing her site. Board members to reach out to follow up

Future state of affairs for 2018 at Brae Fearann

- They have not confirmed that they will be hosting a t full HT this coming year.
 - Board offered to organize “the friends of Brae Fearann to help run and prepare the site for the HT
- They will be hosting Tany clinic and Derby
- Maybe a schooling series to be considered
- Other coached may be welcome to coach at site. What would be required for coaching on site. Would an IOB be adequate? Insurance to be consulted

EC is no longer publishing Omnibus

Drive to increase HTNB membership

Lori to submit her report to the website.

Treasurer Report – Suzanne Stevenson

- Memberships
 - Parents memberships encourages so they can vote
 - Online form to be considered and investigated
 - E- transfers will remain suggested method of payment
- LTED Communications pays \$300 from HTNB and \$300 form NBEA. Ajent has volunteered to donoate \$300 form HTNB ack to HTNB.
- Fundraising
 - Suggested that fundraising could be done within the membership form or communication
 - Further ideas to be discussed in the following board meeting

Meeting adjourned - 1st Janet, 2nd Lori

HTNB BOARD OF DIRECTORS MEETING

November 25, 2017

1:30 pm Prospect St., Fredericton, NB

Meeting 1 Minutes

Present:

Reba Stewart

Lori Leach

Suzanne Stevenson

Emilie Murphy

Lindsay Fleming

Janet Currie

Samantha Atkinson

Amber Hancock

1.1 Call to order – called to order by Lori Leach 1:30 pm

1.2 Call for quorum – confirmed by Lori Leach

1.3 New board

President - Lori Leach

Secretary – Reba Stewart

Treasurer – Suzanne Stevenson

NBEA liaison – Reba Stewart

*pending NBEA vote for discipline representatives

Fundraising Chair – Emilie Murphy

Pony Club Liaison – Lindsay Fleming & Amber Hancock

Communications Committee - Samantha Atkinson, Janet Currie, Emilie Murphy

Directors at Large – Matt Straight has been nominated/seconded, will approach to see if he accepts

1.4 Special Awards for 2018

SPORTSMANSHIP

- Based on nominations throughout the year. Communications committee (CC) will encourage and recognize nominations. The goal is to build community and sportsmanship through this process, while recognizing one outstanding individual at year's end.

ACTION ITEM: CC to develop definition of sportsmanship and promote this competition.

MOST IMPROVED

- Based on nominations, observations, and discussions with relevant coaches.

ROOKIE OF THE YEAR – first year in HTNB competition

- Based on attendance at HTNB competitions and programs as well as results at ANY horse trials competition for a HTNB member new to eventing competition.

VOLUNTEER OF THE YEAR

- Based on nominations, observations, and outstanding contributions to the HTNB community.

1.5 Brae Fearann Events

- Lori & Jeff not committed to hosting horse trials in 2018 for personal reasons. HTNB is committed to maintaining a sanctioned horse trials in the province. HTNB board will serve as "Friends of Brae Fearann" committee with the hopes of assembling volunteers to run the event.

ACTION ITEM: Lori to begin to assemble a rough outline of what needs to be done to make the event run.

- BF to host clinic and sanctioned derby with Tany Ewing (confirmed)
- BF hopes to host unsanctioned schooling/derbies with XC Instructors Reba, Sam, Sarah

1.6 LTED

- Positive feedback from 2017 with requests for more inclusion of dressage and theory
- Tentative plans for 2018 include:
 - o May camp to be dressage based at Foshay South Eventing
 - Donna McInnis or Erin MacQuarrie
 - o Derby/camp with Tany Ewing at BF
 - o BF to potentially add shows or camps
 - o Foshay Farm to host a XC camp – perhaps a weekend away, teams stays on site
 - o Dates to be confirmed later

ACTION ITEM: Lindsay to get Pony Club dates to Lori before next meeting to optimize calendar

- LTED 2018 framework to be released February 15

ACTION ITEM: Reba to discuss LTED direction for 2018 with NBEA before drafting framework

1.7 ATLANTIC CHAMPIONSHIPS

- Positive feedback from 2017 champs
- Not yet confirmed for 2018 – NBEA to confirm with other provinces
- LTED 2018 likely to focus on developing riders to field a strong team
- Negative feedback: NS also indicated team selection difficulties. Team selection needs to be revised to be more transparent

ACTION ITEM: Lori to contact PEI and NS presidents about making a uniform selection for championship teams

1.8 FOSHAY INTERNATIONAL

- Debuting the new "Introductory" FEI level and 1*
- Planning committee is in place, including volunteer coordinator
- Please refer people to website for information and volunteer signup

1.9 DATES OF MEETINGS

- Conference call in December, date TBD
- Weather permitting, meet at Foshay January 21, 2018 (weather plan: conference call)
- Meet late March or Early April to discuss LTED applications

1.10 ADJOURNMENT

- 2:52 PM R. Stewart

HTNB BOARD OF DIRECTORS MEETING

December 20, 2017

8:30PM Conference Call

Meeting 2 Agenda

Present:

X	Reba Stewart	X	Janet Currie	X	Suzanne Stevenson
X	Emilie Murphy	X	Samantha Atkinson		
X	Matthew Straight	X	Amber Hancock		

Regrets: Lori Leach, Lindsay Fleming

2.1 – Call to Order by R. Stewart 8:39PM

2.2 – Quorum confirmed by R. Stewart

2.3 – Approval of Agenda – J. Currie / S. Atkinson

2.4 – Approval of Meeting 1 Minutes – R. Stewart / S. Stevenson

2.5 – Reports

- Communication committee:
 - o Social media update – slow at the moment
 - **ACTION ITEM:** Sam to make facebook page and add admins (DONE)
 - o Survey
 - Some confusion about the urgency and purpose of the survey, originally to gather information for national meeting for Lori
 - Still valuable information for our members and NBEA members, a way to promote and grow
 - **ACTION ITEM:** Sam to review and add questions about money, promoting our \$10 membership
 - **ACTION ITEM:** Reba to ask NBEA for input and to distribute to their members at January 7th meeting
 - o **ACTION PLAN UPDATE:** Details of sportsmanship award
 - Use Pony Club definition of sportsmanship
 - Launch campaign with first training camp
 - o info@htnb management is an issue, difficulties emailing large groups of people
 - Sam suggested using mail chimp to distribute emails
 - **ACTION ITEM:** Sam and Janet to sit down and set up.
- Eventing Canada
 - o No update given
- Brae Fearann:
 - o No update given
 - o **HTNB** is committed to supporting and maintaining this great event/facility
 - need a plan and begin a list of volunteers
- Foshay International:

- Website launching soon, sponsorship packages are ready and being distributed in the new year
- Attending USEA Area I AGM January to promote and bring in international riders

2.6 – Atlantic Championships

- NBEA update – Championships are CONFIRMED!
- **ACTION PLAN UPDATE:** team selection criteria update
 - From discussion with NBEA: Selection criteria must be transparent, published early
 - Need not be the same between provinces, but if we would like to collaborate or have their input a shared or live document may be helpful
 - MUST be easier to qualify. Our goal is to field two full teams to be in contention for team medals, do not make this impossible for NB riders
 - MUST be able to qualify IN PROVINCE. If we require 2 qualifying scores, we must offer 3-4 sanctioned opportunities to succeed. Participation in our horse trial should be mandatory, but no one performance should make or break a season.

2.7 – LTED Program

- **ACTION PLAN UPDATE:** Pony club liaisons to share PC calendar
 - **Not completed**
- **ACTION PLAN UPDATE:** Summary of desired direction from NBEA
 - We need to be able to develop horses and riders to consistently produce a Pre-Training and Entry level team at Atlantic Championships each year
 - Do not neglect the pre-entry level in our program as we need up and coming riders to progress to continue to meet our goals
 - Use the right tool for the job: the correct level of competition, correct level instructor/coach, correct competition:training ratio for where the horse and rider are in the LTED program
- Welcome Matt Straight, new to the board, eventing for 5yrs and offers insight into what a beginner or newcomer to the sport might experience
 - A tiered system may be beneficial as cost, experience, and performance expectations may be discouraging to newcomers. This may be the place to use our instructors and offer a more affordable, experience and development focused option aiming to prepare people for their first outings at Pre-Entry – as these riders do not need CC or specialists
 - Feels marketing is not working, those valuable riders in the beginning stages of being ready to compete are not feeling they are being approached. How can we bridge this disconnect with new riders?
 - NBEA is a great resource, how can we better use them to promote eventing?
- Use January 21st meeting to decide details of 2018 program, to be published February 15, 2018

2.8 – New Business

- **VISION**
 - What is the vision, mission, goal of eventing in NB? This is unclear even amongst the board. This needs to be clarified so we can move forward toward common goals. This will best be established in a separate meeting where it can be the main focus.

- Marketing
 - Matt suggests more inspirational and emotional marketing, like Zara's Land Rover ad. Example: pick a Team NB rider and tell their story in a video → goals, training, the ups and downs.
 - People still don't know we're doing this here in NB and that anyone can do it.
- Fundraising
 - Lottery: we should push with memberships
 - **ACTION ITEM:** Suzanne to finalize 2018 form, consult with Emilie about lottery (how and what to include)
 - Bumper stickers: show off our nice new logo, promote the sport, put money toward our programs
 - How can we better engage sponsors to offer prize money and other support to our athletes and event organizers? Matt to offer insight on this in future meetings.

2.9 – Date of next meeting

- January 8th 6-9pm at Foshay South to discuss and solidify vision, direction, and goals for HTNB 2018 before January Thaw – agenda to follow
- January 21th 3PM at Foshay South (as SJ people will have traveled to Fredericton day before for Thaw) to create LTED program – agenda to follow

2.10 – Adjournment 10:01PM R. Stewart / S. Stevenson

HTNB BOARD OF DIRECTORS MEETING

January 8, 2018

7PM Foshay South Eventing & Conference Call

Meeting 3 minutes

Present:

X	Reba Stewart	X	Lori Leach	X	Suzanne Stevenson
X	Emilie Murphy	X	Samantha Atkinson		
X	Matthew Straight	X	Amber Hancock		

Regrets: Janet Currie, Lindsay Fleming

3.1 – Call to Order – called to order 7:10PM by R. Stewart

3.2 – Call for Quorum – confirmed by R. Stewart

3.3 – Approval of Agenda – S. Stevenson, A. Hancock

3.4 – Approval of Meeting 2 Minutes – M. Straight, S. Stevenson

3.5 – Reports

- Eventing Canada – Lori Leach update
 - o Always looking for ways to reach new eventers, this has led to a lot of “modified” eventing such as non sanctioned shows, derbies, adding a jumper or dressage show, including schooling opportunities
 - o Survey was meant to gather information for Eventing Canada as they consider waiving provincial membership fees for new members. HTNB does not feel the \$10 membership is a barrier to new members, but will respect EC decision if it is passed down.
 - o **ACTION ITEM:** Reba and Sam to send survey to NBEA for approval

3.6 – LTED Program

- Tabled until next meeting January 21st
- **ACTION ITEM:** Reba to speak to Deanna Phelan (NBEA) regarding LTED, team qualifications prior to next meeting
- **ACTION PLAN UPDATE:** Pony club dates shared via email, to not conflict with LTED dates if possible.

3.7 – HTNB Vision

After much discussion and enthusiastic brainstorming, we have a framework for who we are, what we want to do, and how we'll do it.

- Vision: ***Nurture Progress. Create Community.***
 - HTNB is committed to promoting and supporting the eventing community in NB by keeping the sport alive, attainable, safe, and fun at all levels.
- Mission Statement:
 - Our mission is to:
 - Remove barriers to participation, facilitating a pathway to progress and succeed
 - Foster entry to the sport and support lifelong participation
 - Increase safety and enjoyment by increasing competence
 - Promote volunteering
 - Promote education and horse welfare
- Goals:
 - Develop:
 - Human and equine athletes
 - Capable certified instructors who are competent on the cross country course
 - Appropriate facilities for training and hosting eventing competitions
 - A cohesive community of volunteers, athletes, and supporters
 - Reduce barriers by:
 - Facilitating transportation to camps, clinics, events
 - Promoting qualified coaches
 - Tackling fears and anxieties with proper coaching and support
 - Offering education and funding programs
 - Maintaining accessible facilities
 - Deliver performance results:
 - Field 2 full eventing teams for yearly ACE championships
 - Qualify athletes for international competition

3.8 – January Thaw

- Booth open 9-5
- Morning: Matt & Emilie
- Afternoon: Amber, Rob, Sam, Suzanne (will share with Foshay booth as needed)
- Emilie to bring: decals/stickers, embroidered saddle pad for raffle (donated by Matt), TV with slideshow of eventers, some key phrases, vision statement
- Will also need: chairs, banner, table cloth, 2018 membership forms

3.9 – Date of next meeting

- January 21st, 2018, 3PM. Foshay South Eventing, Hampton, NB

3.10 – Adjournment – 9:53 R. Stewart

HTNB BOARD OF DIRECTORS MEETING

January 21, 2018

3:00PM at Foshay South Eventing & Conference Call

Meeting 4 Minutes

Present:

X	Reba Stewart	X	Janet Currie	X	Suzanne Stevenson
X	Emilie Murphy	X	Samantha Atkinson		
X	Matthew Straight	X	Amber Hancock		

Regrets: Lori Leach, Lindsay Fleming

Also participating:

NB Team coach Rob Stevenson

NBEA president Deanna Phelan (phone)

4.1 – Call to Order – R. Stewart 3:35PM

4.2 – Call for Quorum – R. Stewart

4.3 – Approval of Agenda – M. Straight / E. Murphy

4.4 – Approval of Meeting 3 Minutes – S. Atkinson / J. Currie

4.5 – Reports – not addressed during this meeting, must revisit in meeting 5

- Communication committee:
 - o Social media update
 - How is the “page” going? How would you like us to engage members?
 - o Survey
 - **ACTION ITEM UPDATE:** Survey to go to NBEA Nancy & Deanna for approval
 - o **ACTION ITEM UPDATE:** Sam and Janet to set up email management
- Brae Fearann – Lori Leach update
 - o No horse trials this year
 - o Other relevant updates, important dates
- Memberships
 - o Numbers?
 - o How can we make this easier for Suzanne? Online?

4.6 Deanna Phelan on phone to discuss ACE championships and LTED

- ACE championships have been confirmed, awaiting confirmation of locations for each discipline
- LTED program should be directed toward producing 2 teams of 4 capable horse/rider combinations for ACE championships
- Deanna observed that XC is a weak point for our NB riders, Rob Stevenson confirms that a lack of schooling nationwide has been a limitation for our eventers. Encourages us to use the LTED program to get more riders out on course regularly

- In 2017, jumper LTED was structured differently: 1-2 lessons per week for each rider. Team camps were horseless with sport science focus (fitness, nutrition, sports psychology) by Carole M. Worked well for them, though we recognize that with multiple coaches this may be a more difficult model for HTNB
- As always, the program must include certified coaches, rider levels
- Riders should be able to qualify for the NB team IN PROVINCE, don't make qualification too difficult. We want a large pool of qualified riders to subjectively choose from
- Need a summary of HTNB LTED program by February 15th to include in NBEA newsletter

4.7 – Atlantic Championships – R. Stevenson present to discuss training, qualification, and selection

- What do we need to qualify to compete at championships?
 - o One horse trial at the level completed in 2017/18 with no xc jump penalties.
 - o Completed one test at the level (CT, derby or horse trial) in 2018.
 - o From that pool, riders will be selected.
 - Not all qualified riders will necessarily be named to the team - some may compete as individuals at the Championships.
- What are our main criteria for selection?
 - o Subjectively choose from the pool of qualified riders with attention to, specifically, XC performance and experience, participation in LTED program, commitment to a training program
 - o LTED coach(es) to assist HTNB board in selection

4.8 – LTED Program

- Big complaint from 2017 program was that we demanded strict commitment for a lot of weekends throughout the season. With more flexibility, we may be able to remove barriers and bring in more riders
- Want to make XC schooling more accessible to our riders, especially those headed to ACE championships
- Emphasis on lessons/regular training, XC, sport science
- Loosely based on 2017 Jumper LTED program:
 - o 1 lesson per week with a certified instructor or coach (suitable to level) – to publish a list
 - o 2 XC schoolings offered each month at Foshay Farms Jemseg on Friday evening, 1 mandatory each month (encouraged to attend as many as possible)
 - XC schooling at Brae Fearann, if available, will also be encouraged and included
 - o **Tentative REQUIRED training attendance:**
 - All: April sport science training camp (horseless) – baseline fitness, training program, sports psych, goal setting, seasonal training plan
 - Entry & PT riders: July 23st weekend Team NB training at Strathgartney PEI
 - All: 1 lesson/week with certified instructor or coach (suitable to level) to be scheduled on their own
 - All: 1 XC schooling/month at Foshay or Brae Fearann
 - Query: if they attend a XC clinic out of province at their expense, will we count this as their XC schooling for the month?
 - o **Tentative REQUIRED competing:**

- Pre-entry “developing” riders: TBD
- Aspiring “team” riders (entry/PT): minimum of 1 sanctioned competition each month June, July, August. Note that, within reason, LTED will cover expenses from ANY HTNB approved competition for these riders. We are seeking to reduce the burden of scheduled commitments while funding/encouraging as much competing as is appropriate.
- DATES:
 - May 5/6 – FSE combined test
 - May 20/21 – HTPEI clinic/schooling HT (not sanctioned, not funded)
 - June 23 – Strathgartney Horse Trials PEI
 - June 31/July 1 – FSE hunter/jumper show
 - July 15 – FSE combined test with DNB (tentative)
 - July 21 – proposed HTNB schooling at Strathgartney
 - August 18/19 – Brae Fearann clinic with Tany Ewing, sanctioned derby
 - September 22/23 – ACE champs in PEI (?)
- **ACTION ITEM:** Suzanne to draft LTED program and circulate for editing/approval

4.9 – New Business – to be addressed at next meeting

- Facility development:
 - Vicki Taylor from the Moncton area has expressed interest in developing a facility for eventing.
 - **ACTION ITEM:** Reba and Rob to follow up.
 - Matthew Straight interested in developing his facility, to be revisited in the spring
- Fundraising:
 - Stickers for January Thaw need to make \$200 to break even
 - Sponsorship packages: should follow up on this at later date

4.10 – Date of next meeting – February 5, 2018 6PM Foshay South Eventing (option to call in)

4.11 – Adjournment – R. Stewart / S. Atkinson

HTNB BOARD OF DIRECTORS MEETING

February 5th, 2018

6:00PM at Foshay South Eventing & Conference Call

Meeting 5 Minutes

Present:

X	Reba Stewart	X	Janet Currie	X	Suzanne Stevenson
X	Emilie Murphy	X	Samantha Atkinson		
X	Lori Leach	X	Amber Hancock		

Regrets: Matthew Straight, Lindsay Fleming

5.1 – Call to Order - 6:09 R. Stewart

5.2 – Call for Quorum - confirmed by R. Stewart

5.3 – Approval of Agenda – A. Hancock / J. Currie

5.4 – Approval of Meeting 4 Minutes – J. Currie / A. Hancock

5.5 – Reports

- Communication committee:
 - o Social media update
 - Transition from “group” to “page” is going well, with about half members transitioned
 - **ACTION ITEM:** Sam to push 2 more posts urging people to move to the HTNB “page” before deleting “group”
 - o Survey – still need to send to NBEA to see if they will distribute for us
 - **ACTION ITEM:** Sam to send survey to Reba for distribution to NBEA Nancy & Deanna for approval
 - o **ACTION ITEM:** Sam and Janet to set up email management
 - o **ACTION ITEM:** Emilie to compile list of emails from January Thaw
- Brae Fearann – Lori Leach update
 - o No horse trials this year
 - o Dates for clinics, derby, dressage schooling show have been circulated and posted on facebook and website
- Memberships
 - o Currently have 18 members, typical for this time of year
 - o Exploring an online submission form may be beneficial in the future, though there are issues with juniors needing parental signature.
 - **ACTION ITEM:** Emilie to inquire with intern about online forms and payments

5.6 – Atlantic Championships

- Update from phone meeting with HTPEI and HTNS presidents
 - o Letter to PSOs in support of ACE 2018 being at Strathgartney
 - Only other viable option is Hobby Horse: too early in season for riders to qualify

- Best date, venue for stabling, championship level course
- Lori expressed concern over a line stating “Strathgartney is possibly the only course in the Atlantic provinces of championship quality” – do not want to discredit other courses that may host championships in future.
 - Letter has been edited to omit this item completely.
- Qualifications to be uniform throughout the provinces, team selection is up to each province
 - The other provinces want our outline for qualifications, proposed as follows:
 - One horse trial at the level completed in 2017/18 with no xc jump penalties.
 - We have discussed allowing 20 or 40, accepting “completion”
 - Completed one test at the level (CT, derby or horse trial) in 2018.
 - From that pool, riders will be selected.
 - Not all qualified riders will necessarily be named to the team - some may compete as individuals at the Championships(?)
 - Selection for NB at this time is being discussed. Lori, as part of selection committee last year, has concerns with the process being at all subjective and proposes a points system. Reba supports a more flexible, subjective approach. This will need to be further discussed in a future meeting
 - **ACTION ITEM:** Janet to draft a rough rubric of things to be considered for selection
- Discussions of including a Training level, by team or individuals, to encourage people who are moving up. Goal to shift to PT & T team competition in the coming years. Competing higher than championship level will not disqualify rider, we encourage growth.
- Discussions of a “scramble” team if provinces cannot field full teams

5.7 – LTED Program

- LTED document has been discussed at length and edited. Latest edition to be circulated, members MUST comment by February 9th such that it can be submitted to NBEA by February 12th
- A few highlights differing from last year
 - Come to 2 camps, welcome at all. Camps are Saturday only.
 - Friday night XC schooling opportunities at Foshay Jemseg 2/month
 - XC opportunities at Brae Fearann with Lori (or other HTNB instructors) at their convenience
 - 1 lesson/week, 50% reimbursed for ALL LTED RIDERS (with rider levels)
 - Recommendation from coach on application need NOT be EC certified
 - Certified coaching provided at all HTNB listed events, Reba to coordinate coaches and riders
 - Sport science camp, fitness, long term training plan
- **ACTION ITEMS:**
 - Emilie to create a “coles notes” version that is easy to read and understand
 - Emilie to create table of requirements ie rider levels as an appendix

- Reba to create list of certified instructors and coaches that will be funded
- Reba to edit and circulate LTED document by Wednesday February 7th, 2018
- **ALL BOARD MEMBERS MUST RESPOND BY EMAIL BY FEBRUARY 9TH TO APPROVE LTED**

5.8 – New Business

- Facility development:
 - Vicki Taylor facility in Moncton – Reba and Rob following up with her later this month
- Marketing:
 - Need another meeting to determine how to promote LTED rollout
 - NEW flexible program and schedule, MORE lessons, MORE coach options (instructor OKAY for development)
 - Posters for barns, tack stores, feed stores

5.9 – Date of next meeting – to discuss marketing LTED rollout February 21st, 2018 at 7PM by conference call

- **ACTION ITEM:** board to discuss setting meeting dates to optimize attendance.

5.10 – Adjournment – 9:17PM R. Stewart / E. Murphy

HTNB BOARD OF DIRECTORS MEETING

March 22nd, 2018
7PM Conference Call
Meeting 6 Minutes

Present:

X	Reba Stewart	X	Janet Currie	X	Suzanne Stevenson
X	Emilie Murphy	X	Samantha Atkinson	X	Lindsay Fleming
X	Matthew Straight	X	Amber Hancock		

Regrets: Lori Leach

6.1 – Call to Order – 7:09pm R. Stewart

6.2 – Call for Quorum - confirmed by R. Stewart

6.3 – Approval of Agenda – J. Currie / S. Atkinson

6.4 – Approval of Meeting 5 Minutes – M. Straight / A. Hancock

6.5 – Date of next meeting

- General consensus is that setting the next meeting at meeting's end is working well
- Will circulate date of next meeting in a timely manner such that it can be changed if necessary

6.6 – Reports

- Communication committee:
 - o **ACTION ITEM:** Need to update contact list and software
- National committee:
 - o Newsletter forwarded to all members – highlights include online innibus, app available for dressage tests, no jackets required up to training level, USEA type scoring (no 1.5 coefficient)
 - o **ACTION ITEM:** Sam to post highlights to facebook

6.7 – Atlantic Championships

- Date changed to September 28th to allow two day event, securing new officials
- Still concern over usability of the park throughout the season
- May need to fundraise as IHC seems unwilling to support
- Overall seems like a move in a positive direction

6.8 – LTED Program

- Approved and published by NBEA
- Multiple sports science dates available: April 22 at GHS, April 28th at FSE, potential to offer May 5th if necessary
- **ACTION ITEM UPDATE**
 - o List of approved (certified) coaches available on NBEA website, approved XC coaches are:
 - Rob Stevenson (CCS)

- Lori Leach (CC)
- Jennifer Hanson (CC) – pending board approval? She has appropriate XC experience
- Reba Stewart (Instructor with HTNB program)
- Sam Atkinson (Instructor with HTNB program)
- Sarah Hamza (Instructor with HTNB program)
- Suzanne Stevenson – pending EC instructor certification, has appropriate XC experience
- Others to be considered on case by case basis

6.9 – New Business

- Marketing:
 - Need to push certified coaches and LTED with posters, social media, “did you know?” (both coaches, eventing, piquing interest)
 - **ACTION ITEM:** at least one “fun fact” about eventing, certified coaches, etc from each board member
 - LTED marketing: new program, instructors OK
 - **ACTION ITEM:** Sam to make posters by 28th for distribution to barns, tack/feed stores
 - Reaching out to potential participants personally
 - **ACTION ITEM:** Janet to draft letter to participants.
 - **Identified talents to approach (not already committed):**
 - Brooke Winters
 - Josie Davenport
 - Faith Easton
 - Jamie Booth
 - Karlee Dumont (?)
 - Others expected/interested that do not need to be approached:
 - Suzanne Stevenson
 - Grace Stevenson
 - Sam Atkinson
 - Jill Finnegan
 - Ruby Finnegan
 - Abbey Alexander
 - Janet Currie
 - Kate Currie
 - Amber Hancock
 - Hailey Burlock
 - Jess Urquhart
 - Emilie Murphy
 - Equine Review: May 5th. Will send a booth.
 - **ACTION ITEM:** Matt to book the booth and attend that day. Will try to recruit helpers!
- LTED administration:

- Janet to remain communications coordinator: suggested ways to make this more manageable include facebook page, google doc/calendar. This needs to be distributed and bought into earlier, but puts more responsibility on the participants and not Janet.
- **ACTION ITEM:** Suzanne to circulate Friday night XC dates per Rob's availability

6.10 – Fundraising

- Fundraising committee formed to meet independently and report to board:
 - Reba, Emilie, Suzanne, Matthew
 - To meet prior to next HTNB meeting
- Horse show and clinic canteens are a must for this season. Will brainstorm other fundraising ideas.
- Supporting Foshay International
 - Upon discussion, board has decided to buy a jump \$1000
 - Treasurer says HTNB can afford \$500, board has agreed to fundraise and/or personally pitch in to cover other \$500 (Matt, Sam, Reba have pledged \$ support)

6.11 - Next meeting

- March 19th, 2018 at 7pm at FSE in person if possible, calling in as an easy accommodation
-

6.12 – Adjournment – 8:36PM R. Stewart / A. Hancock

HTNB BOARD OF DIRECTORS MEETING

April 19th, 2018

7PM

Meeting 7 Minutes

6.1 – Call to Order – 7:09 R. Stewart

6.2 – Call for Quorum -- R. Stewart: quorum NOT met, therefore board cannot vote tonight but meeting is essential for LTED camp planning

6.3 – Approval of Agenda – S. Stevenson / R. Stewart

6.4 – Approval of Minutes

- Meeting 5 minutes – S. Stevenson
- Financial meeting minutes – M. Straight
- LTED meeting minutes – S. Stevenson

6.5 – Reports

- Communication committee
 - o Need to get a schedule out to people ASAP
- Financial committee update
 - o Need a sponsorship package to present to potential supporters
 - All FSE events can to banner
 - Website representation
 - Facebook
 - Logos on membership cards
 - o Website needs complete overhaul to represent new logo and branding consistent with mission/goal/values – TIMING IS KEY, we want this up and running this season if possible
 - Polygon graphics Torie Smith (participated in HTNB events last year)
 - **ACTION ITEM: Sam to approach Torie to discuss pricing for website setup and sponsorship package (brochure) with our approximate budget of \$1000.**

6.6 – Atlantic Championships

- Need to set a meeting with other provinces to discuss qualification and selection criteria
 - o Reba and Suzanne to arrange meeting with other provinces regarding qualification criteria
 - o Tentative HTNB selection committee: Reba, Matt, Amber, Lori, and Rob to weigh in as coach. Can also ask NBEA board for a representative to sit on the committee.
 - o TRANSPARENCY IS KEY... even if subjective people need a rough guideline of what we are looking for, how they will be evaluated
 - To be published by June

6.7 – LTED Program

- Update from LTED meeting - record 22 applicants!
- Discuss and finalize plan for LTED camp #1
 - Clinicians – Erin MacQuarrie at \$60/hr X 6 hours + Deanna Phelan \$250
 - Stabling – Matt has offered 8 box stalls if needed
 - Meet & Greet – no time for formal lunch for everyone, but will have healthy snacks available and encourage mingling
 - List of those likely to attend sent to Suzanne with divisions by level/skills
 - Need to confirm who is attending
 - **ACTION ITEM: Janet to send out email/forms to get better idea of numbers.**
- Administration:
 - Summary of rider lessons to be updated regularly
 - Reimbursement to occur at end of program (August)
 - Lori and Rob NOT to charge for XC lessons (invoice NBEA directly)
 - **ACTION ITEM: Reba to approach Lori to discuss charging Riders for non XC lessons as this becomes too complicated for LTED management**
 - XC lesson reimbursement is to help offset cost of travelling to course, encourage as much XC as possible!
 - **ACTION ITEM: Sam to make Excel spreadsheet to track lessons and distribute before camp with instructions (can provide on site help at camp)**
 - Dates in LTED document are inaccurate
 - **ACTION ITEM: Reba to send Suzanne date document for her to correct.**
 - **Must be posted to website, hard copies available at camps, must correct document on NBEA website.**

6.8 – New Business

- HTNB needs a 5 year plan both for financials and for deliverables
 - Want to document items that may need to be tabled til end of season
 - Planning meeting set for September/October 2018

6.9 – Next meeting

- Would like to set a meeting at NB Sport Office in Fredericton (NBEA has granted us use of this space) for a meeting prioritizing branding/website/fundraising
- Contact Lori/Jeff about their availability

6.10 – Adjournment – 8:36PM R. Stewart

HTNB BOARD OF DIRECTORS MEETING

May 1st, 2018

8:00PM Conference Call

Meeting 8 Minutes

8.1 - Call to Order - 8:03pm R. Stewart

8.2 - Call for Quorum – confirmed by R. Stewart

8.3 - Approval of Agenda – M. Straight / R. Stewart

8.4 - Approval of Meeting 7 Minutes – S. Stevenson / R. Stewart

8.5 - Reports

- Communication committee:

- Survey: 110 respondents to the eventing section of the survey.
- **Action Item:** Communications committee to prepare a document for NBEA to distribute:
 - o **Mission, values, goals**
 - o **List of events & schooling**
 - o **List of HTNB coaches & facilities – potential to offer a “first time for free” promo?**
 - o **“What eventing is all about”**
 - o **Happy to help network trailering, coaching, etc**

- Brae Fearann

- no set dates, flexible schedule. Encourage people to contact to arrange private schooling

- Memberships

- 44 current members, about standard for this time of year, slightly up
- Helpful to have a presence at January Thaw and Equine Review
- New form, NO ARMBANDS
- Would still like to pursue an online option of website, perhaps paypal? Something to seriously discuss post season
- Fee to increase from \$10 – which was a promo price to attract members. Board to discuss \$\$ post season ranging \$25-40

8.6 Atlantic Championships

- **Setting a meeting of PHTAs by end of May for an update**

8.7 LTED Program

- No replies to emails, need better way to contact and engage participants
- Positive experience at camp #1, everyone seems happy
- Flexible about XC schoolings due to strangles scare

8.8 – New Business

- o Vicki Taylor facility in Moncton – Rob followed up with her late March. Suzanne to provide an update
 - Still interested in developing her facility
 - Has provided logs for jumps for Foshay
- o Equine Review update
 - Matt took stickers, banner
 - Great fundraising opportunity
- Fundraising:
 - First merch order submitted
- Marketing:
 - o How to redesign/rebrand the HTNB Website

- What needs to be on the website?
 - o Needs to be FUNCTIONAL → forms, contact info, calendar, “about HTNB” & “about eventing”, board & contact info, bylaws/constitution, LTED plug for athlete development, forms/tests/omnibus, link to other PHTAs
 - o Any sort of running blog or news can quickly become outdated and stale – AVOID
 - o HOME PAGE → focus on the needs like memberships, necessary forms
 - o CALENDAR should be the highlight!
 - o MEMBERSHIP: paypal may need additional fee to cover associated costs, worth considering. Cheque or etransfer still works, trying to streamline process with online form.
 - o PICTURES: **Suzanne** to approach Janelle Finnegan about using photos on website, need all phases
 - o Options: donation, sponsorship, fan membership (non rider)
 - o How to keep it up to date: make an agenda item for every HTNB meeting
 - **Website committee:** Sam, Emilie, Reba
 - Any necessary updates, successes, etc that help promote HTNB
 - o Leave room for logos
- o How to design a sponsorship package that supports the website
 - Focus on website and sponsorship package should naturally develop from that

8.9 – Date of next meeting – late May TBD

8.10 – Adjournment – 8:58pm S. Stevenson, R. Stewart

HTNB BOARD OF DIRECTORS MEETING

June 7th, 2018
8:00PM Conference Call
Meeting 9 Minutes

Present:

X	Reba Stewart	X	Amber Hancock		
X	Emilie Murphy	X	Samantha Atkinson		
X	Matthew Straight	X	Suzanne Stevenson		

Regrets: Lori Leach, Janet Currie, Lindsay Fleming

9.1 - Call to Order - 8:06PM R. Stewart

9.2 - Call for Quorum – do NOT meet quorum, can not vote on items R. Stewart

9.3 - Approval of Agenda – M. Straight / S. Stevenson

9.4 - Approval of Meeting 8 Minutes – S. Stevenson / E. Murphy

9.5 - Reports

- Communication committee update

- Survey: prepared a short document, but with season in full swing it may be too late to reach out? Should we postpone this for early spring to gather interest in next season?

-Fundraising update

- Need a blurb on website with photos
- Revisit the idea of stocking shirts once we see response

-Brae Fearann update

- Lori not on call, but suspect they got some XC schooling after Foshay schooling was unexpectedly canceled

-National committee update

- n/a

- Memberships update

- up to 46 members

9.6 Atlantic Championships

- maritime PHTAs met to discuss finding an appropriate date
- issues with events back to back
- to vet Oct 13/14th as ACE champ weekend
- meeting coming up to discuss
- Some strong disagreements among HTNB members regarding the date conflicts
 - o If there is NO alternative date, some members believe we should stick with original plan to host in conjunction with HTPEI existing event, rather than forego ACE champs this year (due to our athlete development programs being designed around ACE outcomes)
 - o Alternatively, Deanna Phelan (NBEA president and driving force behind ACE) can not attend and does not approve of original date. We want to support her in any way we can due to her outstanding advocacy and dedication to the growth of the sport.

9.7 LTED Program

- Seems to be a positive experience so far.
- Good attendance and evidence of progression in riders

9.8 Marketing

o HTNB

- Expecting a new rough URL soon, still want to work on an eye catching calendar
 - o “next up” – a live calendar headline that tells people what’s going on with HTNB this upcoming weekend, links to main calendar
- May need different logo versions – Sam?
- Still need photos
- Facebook is trendy, but website is a nice constant. All facebook posts should link to the website to encourage traffic
- **ACTION ITEM: gather LTED/eventer testimonials from members**
-

o How to design a sponsorship package that supports the website

- Focus on website and sponsorship package should naturally develop from that

9.9 New Business

- Proposal to NBEA for additional \$2000
 - o Reference growth rates (largest LTED program, growth from recent years) to advocate for more funding for eventing
 - o **ACTION ITEM: Matt and Emilie to draft proposal.**

9.10 – Date of next meeting – to be decided by email as schedules are hectic

9.11 – Adjournment – 9:08pm R. Stewart

HTNB BOARD OF DIRECTORS MEETING

July 19th, 2018

8:00PM Conference Call

Meeting 10 Minutes

Present:x

X	Reba Stewart	X	Amber Hancock	X	Emilie Murphy
X	Janet Currie	X	Samantha Atkinson		
X	Matthew Straight	X	Suzanne Stevenson		

Regrets: Lori Leach, Lindsay Fleming

10.1 - Call to Order – 9:06PM R. Stewart

10.2 - Call for Quorum – confirmed by R. Stewart

10.3 - Approval of Agenda – S. Stevenson / R. Stewart

10.4 - Approval of Meeting 9 Minutes – S. Stevenson / R. Stewart

10.5 - Reports

- Communication committee update

- Facebook traffic
 - Need FB admins to post something at least once a week
- Other updates

-Fundraising update

- Merch – some sales, everyone seems happy with the product
 - Administration of merch has been a bit disorganized, Suzanne does not want to be in charge (as previously requested due to other projects)
 - ALL merch orders, money, and distribution to go through Matt
- Proposal for NBEA
 - Need a proposal by November referencing growth of our program, goals for next year
- Potential new sponsor SMI Franchise Management in Woodstock area – would like a proposal/sponsorship package for 2019

-Brae Fearann update - none

-National committee update - none

-FIOC update – HTNB

- HTNB had committed to buying a jump with \$500 available, other \$500 to be contributed by willing board participants Sam, Matt, Reba

- Memberships update - none

10.6 Atlantic Championships

- Still in discussions with other provinces, an update coming soon

10.7 LTED Program

- Great turnout for XC camps, though we continue to offer leniency in light of strangles scare for those who are not travelling
- CT had good turnout, but a lot of eliminations
 - Note conflict with NS horse trials, we want to support them if possible and avoid in the future

- Issue with lesson requirements: 2 riders not meeting the exact requirements as outlined in the LTED document. Using certified instructors, but given the tier they are in should be comp coaches
 - o Good that they are taking consistent, certified lessons, but no funding if they don't hold up their end of the bargain
- Two LTED riders have asked to miss Camp #4 to instead attend Bromont HT at Training level (with Comp Coach Specialists) – no objections to this

10.8 Marketing

o HTNB

- Website update – Reba to touch base with Jeff

o How to design a sponsorship package that supports the website

- Focus on website and sponsorship package should naturally develop from that

10.9 New Business

- Any items to be “tabled” until after competition season

10.10 – Date of next meeting – August 9th, 2018 8PM by call

10.11 – Adjournment R. Stewart / S. Stevenson

HTNB BOARD OF DIRECTORS MEETING

August 9th, 2018

8:00PM Conference Call

Meeting 11 Minutes

X	Reba Stewart	X	Janet Currie		
X	Emilie Murphy	X	Samantha Atkinson		
X	Suzanne Stevenson	X	Amber Hancock		

Regrets: Lori Leach, Lindsay Fleming, Matthew Straight

11.1 - Call to Order – 8:07pm R. Stewart

11.2 - Call for Quorum - quorum not reached, vote to be confirmed via email

11.3 - Approval of Agenda – R. Stewart / S. Stevenson

11.4 - Approval of Meeting 10 Minutes - S. Stevenson/ R. Stewart

10.5 - Reports

- Communication committee update

- Julie Johnson has been tagging HTNB and BF in XC related posts on facebook, how do we ensure we help her and encourage her while ensuring safety. We cannot promote courses that are unsafe.
 - This raises an issue that has come up a few times: what to do about backyard “cross country courses” that may or may not be safe.
 - Reba proposes we develop a HTNB Course Certification Program, to be delivered in a manner similar to the EC rider level program. This will require two parts: a reference document with important educational safety information, dos/donts, and common low level XC fences, plans to build AND a rubric to evaluate low level schooling courses for safety – to be “certified” or “approved” by HTNB. We will need a small selection of people we feel are qualified to evaluate this, possibly Lori, Rien, Rob? So that availability of any one person is not a barrier.
 - This is a huge project! To tackle in the off season.
 - In the meantime, **Reba** will communicate to Julie via facebook that we are excited to have another eventer and another facility in our province, but have to be careful about sharing/promoting as we are working on a facility approval framework.
 - **Lindsay** to reach out and share her building experiences
- Correspondence with the NBEA re. LTED and letter circulated to our riders
 - Well done board on quick revisions!
 - Moving forward we will continue to be consistent and positive in our message to riders and community

-Fundraising update

- HTNB previously agreed to sponsor Foshay International for a XC jump, with \$500 coming easily from our working budget. Some board members offered to help make up the difference, if necessary. Upon discussion, Suzanne says \$1000 is within HTNB budget.
 - **Janet puts forth MOTION: HTNB to provide full \$1000 Foshay International Jump sponsorship**
 - 6 on call vote YES, will circulate via email for further votes

10.6 Atlantic Championships

- September 23rd 2018 at Strathgartney Equestrian Park, PEI
- Team Selection – committee of Reba, Amber, Matt, Lori to select
 - Keep selection flexible to avoid boxing ourselves into a corner

- Send out a short survey to candidate's regular coaches to ask for important input such as:
 - Biggest accomplishment this season, issues overcome
 - Strengths and weaknesses
 - Soundness
 - Commitment
 - Ongoing goals/vision for the future
- Table of results – **Sam** to provide fill-in table for results. To be submitted by riders by August 28th
- TEAM SELECTION completed by September 7th, 2018

10.7 LTED Program

- Planning Camp #4 - numbers seem good (after following up with some MIA riders)
- Still some trouble with riders reporting their results, as a board we've decided to send out one last reminder, those who do not complete their lessons or otherwise meet the LTED requirements will not be reimbursed.
- See if Lori would like to host team training day September 15th or 16th (LTED to cover cost pending DP approval)

10.8 Marketing

○ HTNB

- Website update – **Reba** to approach Jeff

10.9 New Business

- Any items to be "tabled" until after competition season
 - HTNB XC certification program

10.10 – Date of next meeting – September 6th, 2018 at 8PM

10.11 – Adjournment – 9:29pm R. Stewart / S. Stevenson

HTNB BOARD OF DIRECTORS MEETING

September 27th, 2018

8:00PM Conference Call

Meeting 12 minutes

Present:

X	Reba Stewart	X	Janet Currie	X	Samantha Atkinson
X	Emilie Murphy	X	Suzanne Stevenson		
X	Matthew Straight	X	Amber Hancock		

Regrets: Lori Leach, Lindsay Fleming

11.1 - Call to Order - 8:20PM R. Stewart

11.2 - Call for Quorum - confirmed R. Stewart

11.3 - Approval of Agenda – M. Straight / J. Currie

11.4 - Approval of Meeting 11 Minutes - M. Straight / R. Stewart

10.5 - Reports

- Communication committee update

- Facebook page is a bit more difficult than when it was a group, hard to tag people
- Should coordinate more closely with NBEA admin for social media for better promotion
- Janet will continue to assist, but it is time consuming. Will look for more engagement.

-Fundraising update

- Merch is very well liked, HOWEVER, did not do well at Foshay international as there was a misunderstanding about sharing a booth with NBEA – no person present, could not leave cash box
 - next year at FI, consider getting our own booth \$230
 - consider a post FI fundraiser clinic to capitalize on the excitement and bring in new riders and \$\$\$

10.6 Atlantic Championships

- We challenged a few of our team riders and they rose to the occasion. Chef d'Equipe Janet reports that with some management and support on the ground, she felt that everyone was well coached.
- Event ran much more smoothly with a new ring at Strathgaratney Horse Park
- Warmups were well managed, much safer and less chaotic than previous years
- **TWO WINNING TEAMS!**
- A few ACE organization concerns
 - need more than 1 bathroom for the number of competitors
 - stabling had some hiccups: power outage
- Enjoyed sharing the event with Pony Club rally and would like to be involved with them in some way
- Paperwork continues to be a hassle

10.7 LTED Program

- One withdrawal from the program, all other participants completed their lessons and XC schooling requirements
- Two riders completed requirements, schooling, and competed on teams, but will not be funded as their coaches did not meet their tier criteria. Still very successful riders dedicated to the program and continued athlete development

- All riders but 1 (minor injury) competed at strathgarney autumn horse trials with safe, successful results.
- Huge success! Riders and the board are excited to look to next years program:
 - o Maintaining a development tier to help ease people into the sport
 - o Continue to develop competitive riders for ACE championships
 - o Include an elite tier to support our athletes competing internationally
- We will circulate a survey to riders for feedback

10.8 Marketing

- Hinges on refreshed website

10.9 New Business

5 year plan

- **Facilities**
 - o Suzanne Stevenson to discuss Foshay site for 2019 national event
 - o Matt Straight enthusiastic about developing his facility
 - Rolling hills, safe footing
 - Has access to affordable lumber and supplies
 - Needs educated support about building and design
 - **GOALS**
 - **2019** – course ready for training and schooling shows starter – pretraining
 - **2020** – course competition ready through pre-training
 - **2021** – add training level
 - o Brae Fearann: Reba to contact Lori about 2019 BF availability
 - Premier facility in our province, HTNB needs to support
 - Financial backing from HTNB: course development, costs of an event
 - o Moncton location still an option? Touch base with Rob on whether they are still interested in producing a facility
- **Riders**
 - o 2018 – 22 LTED riders
 - o **GOALS**
 - o **2019** – 30 LTED riders
 - 3-5 riders to compete internationally – assist in development, qualifying
 - Field 2 strong teams for ACE championships
 - Recruit pony clubbers to compete in horse trials
- **Coaches**
 - o **GOALS**
 - o **2019** – 3 HTNB instructors to pursue competition coach
 - 2 new instructors with HTNB certificate
 - o **2020** – facilitating new instructors
- **Volunteers**
 - o Foshay has been huge, we want to use that excitement and energy
 - o Ask if FI volunteers would be willing to be added to HTNB volunteer list
- **Financials**
 - o 2018 raised \$500
 - o **GOAL**
 - o **2019** – raise \$1500
- request for more athlete development funding from NBEA based on 2018 program success
- **AGM:** date/time, location

Board members reoffering

Reba Stewart, Matthew Straight, Suzanne Stevenson, Amber Hancock, Janet Currie, Samantha Atkinson, Emilie Murphy

Awards

- Suzanne and Emilie to take care of year end awards, to be presented at AGM
- Consider community awards: rookie of the year, most improved, sportsmanship

Communication of AGM info

Emilie has offered the use of her work space (FREE!) for a pot luck style luncheon.

November 10th, 2018 at 1:00PM

Rockwood Park Interpretation Centre

10 Fisher Lakes Dr, Saint John, NB E2K 5S6

To be communicated by email, website, and facebook – Sam to make a poster.

10.10 – Date of next meeting - AGM

10.11 – Adjournment – 10:11PM R. Stewart / M. Straight