

## HTNB BOARD OF DIRECTORS MEETING

December 21st, 2019

10AM at 6 Grove Ave, Rothesay, NB

Meeting 1 Agenda

X	Reba Fournier	X	Janet Currie	X	Suzanne Stevenson
X	Emilie Murphy	X	Samantha Atkinson	X	Janelle Finnegan
X	Stacey McKay	X	Amber Hancock	X	Isabel Lacroix

**1.1 - Call to Order** – J. Currie 10:38am

**1.2 - Call for Quorum** confirmed by R. Fournier

**1.3 - Approval of Agenda** J. Currie / R. Fournier

**1.4 - Approval of new board members and roles:** S. McKay / S. Stevenson

President – Janet Currie 2021

VP – Samantha Atkinson - 2020

Secretary – Reba Fournier - 2021

Treasurer – Suzanne Stevenson - 2020

Directors at large:

Janelle Finnegan – 2020

Emilie Murphy – 2020

Amber Hancock – 2021

Stacey McKay – 2021

Isabelle Lacroix - 2021

### 1.5 - Reports

#### - Communication committee update

- Who will form committee: Janet, Emilie, Sam, Isabel
- More active on social media, sharing Foshay, NBEA posts – **Isabel to lead social media**
- Website: needs updating. **Sam**
  - Not appearing in google search at all
  - Would like a housekeeping page where we can post approved meeting minutes, updated forms
  - Need forms, links to other entries, tests to be easy for people to find
- Need poster/promo re membership and new fee “time to renew!” **ACTION ITEM: Sam**
- Sort out gmail accounts
- **ACTION ITEM: Emilie to tackle online membership form**

#### - Memberships update

- Form updated to reflect price change, edited donation line
- Send out a reminder for membership renewal and to like Facebook page for updates, results

#### -Facilities update

- HRC – included as HTNB XC schooling site in 2019 went well. New large jumper ring! Stacey to reach out to ask about support, labor vs cash.
- Foshay Jemseg – weekend schooling proved challenging in 2019, will rethink scheduling. Prefer cash support.
- Foshay International
- Brae Fearann – has committed to Derby 2020. Potential horse trial now or in the future unclear. Janet to reach out to ask about support, labor vs. cash.

## HTNB BOARD OF DIRECTORS MEETING

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Meeting 1 Agenda

- Peakaboo Corner – HORSE TRIAL 2020. \$15/horse for schooling. Needs coach. Challenging hill great for fitness. Amber to reach out to ask about support, labor vs cash.
- 51 Acres – not ready to be a full HTNB facility, but has solid low level schooling established and may be approached again in the future.

### 1.6 LTED Program

- Discussed at length, changes reflected in document
- **ACTION ITEM: Suzanne to examine budget**
- **ACTION ITEM: Janet to send statistics from national meeting**
- **ACTION ITEM: Reba to draft cover level/proposal for increased funding based on past growth and success.**

### 1.7 Eventing Talent Development Program – athletes & coaches

- Prefer to wait for next year as we have athletes who will be ready to shine
- Beef up LTED program this year to funnel riders into national talent scouting endeavors

### 1.8 Championships

- Travelling team? FEI funding? Needs discussion.
- MEC – table til next meeting.

### 1.9 Marketing

- Fundraising update: barbecues are difficult, 50/50 may be successful but will need management
- January Thaw: Reba has booked booth/table \$105

### 1.10 New Business

- Young Rider Fund – table til next meeting, many riders up and coming, warrants discussion and planning
- Scoreboard – **ACTION ITEM: Sam & Isabel**

### 1.11 – Date of next meeting – January 11<sup>th</sup> 1pm 6 Grove Ave, Rothesay, NB

### 1.12 – Adjournment R. Fournier / J. Currie

## HTNB BOARD OF DIRECTORS MEETING

January 11, 2020

1PM at 6 Grove Ave, Rothesay, NB

Meeting 2 Minutes

X	Reba Fournier	X	Janet Currie	X	Suzanne Stevenson
X	Emilie Murphy	X	Samantha Atkinson	X	Janelle Finnegan
X	Stacey McKay	X	Amber Hancock	X	Isabel Lacroix

**2.1 - Call to Order** – R Fournier 1:17pm

**2.2 - Call for Quorum** - confirmed R Fournier

**2.3 - Approval of Agenda** – J. Currie / S. McKay

**2.4 - Approval of Meeting 1 minutes** – S. McKay / A. Hancock

**2.5 - Reports**

**- Communication committee update**

- Social media update – slow in winter months
- Website update – Reba to send membership to Sam ASAP, poster promo
  - ACTION ITEM: Emilie to send Sam a comprehensive list of things to go on website
  - ACTION ITEM: Sam to look into optimizing our website appearing in search results
- Sort out gmail accounts? Making new account NBhorsetrials@gmail.com
- Online membership form update – Emilie to touch base with Sam
- Updated documents page so everything can be found

**- Memberships update**

- ~10 memberships, largely board members
- New form ready

**-Facilities update**

- HRC – keen to be involved in LTED, will continue to be schooling site, would prefer \$\$ support as she has many volunteers
- Foshay Jemseg – prefer \$\$ support as have strong volunteer base
- Foshay International
- Brae Fearann – hosting derby and camp, would like money or volunteers for support
- Peakaboo Corner – prefers \$\$ support
- Picket Hill – new trainer excited at opportunity to revamp old XC course, would like to host derby, would love support to develop course.
  - Sam to discuss and suggest a proposal

**2.6 LTED Program**

- Needs review before publication – Suzanne to discuss with DP
- Reba suggests offering \$100 LTED buy in for those NOT selected for program
  - Those not selected are not funded, but that fee allows them to buy in and be considered for NBEA team funding if all requirements of program are met (ie they still do lessons/compete as required, but no funding)
  - They are invited to camps at no cost, but no entry fees or other reimbursement, therefore no addition program costs, but some revenue
- Janet to send statistics from national meeting
- Letter requesting increased funding – Reba to write pending info from DP
- Discuss rider levels and PC equivalent –
  - Suzanne to discuss rider level and fitness requirements with Deanna Phelan

## HTNB BOARD OF DIRECTORS MEETING

January 11, 2020

1PM at 6 Grove Ave, Rothesay, NB

Meeting 2 Minutes

- Rider Level testing camp – Jenn Hanson and Reba Fournier happy to be involved
  - ACTION ITEM: Janet to discuss Rider Level Camps and difficulties with access to a broad range of evaluators with Deanna Phelan.

### 2.7 Travel team / Championship

- Is NBEA still invested in funding a “championship experience” to elite level athletes?
- Could NBEA fund LTED riders pursuing competing at FEI level?
  - \$1000 FEI competition subsidy? Up to 1 per rider per year. Depends on funding available, may need selection criteria or lottery
  - FEI qualifying requirements meet some of NBEA’s past demands of demonstrated competence, showing that our riders are emerging at international level highlights and rewards the very best of our program
  - ACTION ITEM: Reba to write a proposal ~March

### 2.8 Maritime Eventing Challenge

- Need more discussion re qualifications
- Warrants its own meeting

### 2.9 Marketing

- January Thaw
- Membership forms
- LTED poster/outline with application
- Merch
- Saddle pad
  - Shifts to cover table:
    - Isabel
    - Matt - AM
    - Emilie – AM
    - Reba & Stephane - PM

### 2.10 New Business

- Young Rider Fund
- Scoreboard – Sam & Isabel
- Landsafe

**2.11 – Date of next meeting** - Sunday January 19<sup>th</sup> 6:30PM by conference call

**2.12 – Adjournment** R Fournier 4:45pm

## HTNB BOARD OF DIRECTORS MEETING

January 19, 2020  
6PM conference call  
Meeting 3 Agenda

x	Reba Fournier	x	Janet Currie	x	Suzanne Stevenson
	Emilie Murphy	x	Samantha Atkinson	x	Janelle Finnegan
x	Stacey McKay		Amber Hancock		Isabel Lacroix

**3.1 - Call to Order** – 6:06pm J Currie

**3.2 - Call for Quorum** – confirmed by R. Fournier

**3.3 - Approval of Agenda** S. McKay / R. Fournier

**3.4 - Approval of Meeting 2 minutes** S. McKay / R. Fournier

**3.5 - Reports**

**- Communication committee update –**

- o Social media update
- o Website update – search result will be fixed this week
- o Online membership form update – Emilie to touch base with Sam
- o **ACTION ITEM: Sam to update website with 2020 form**

**- Memberships update**

- o Up to roughly 25 members

**-Facilities update**

- o HRC
- o Foshay Jemseg
- o Foshay International
- o Brae Fearann
- o Peakaboo Corner – horse trials August 22
- o Picket Hill – may submit proposal

**3.6 LTED Program**

- o \$100 “honorary LTED member” for those not selected or opt out of funding
  - o Will be offered to competitive tier if numbers warrant selection
- o Letter requesting increased funding – NBEA not receptive at their meeting but will still create proposal
  - o To be revisited in the fall prior to NBEA budget approval
- o Rider Level testing camp – Jenn Hanson and Reba Fournier happy to be involved
  - o **ACTION ITEM: Janet to discuss Rider Level Camps and difficulties with access to a broad range of evaluators with Deanna Phelan.**
- o **ACTION ITEM: Reba to distribute LTED with explanation/justifications to board for feedback. Goal to submit for NBEA review by Wednesday January 22, 2019**

**3.7 Travel team / Championship**

- o Is NBEA still invested in funding a “championship experience” to elite level athletes? ~\$4000 allotted for this - yes
- o FEI funding – NBEA not receptive this year

**3.8 Maritime Eventing Challenge**

- o Need more discussion re qualifications

## **HTNB BOARD OF DIRECTORS MEETING**

January 19, 2020  
6PM conference call  
Meeting 3 Agenda

- Warrants its own meeting – tabled

### **3.9 Marketing**

- January Thaw – great interest in LTED program, some new members, some merch sold
- Equine Review – same weekend as LTED camp, will sit out this year.

### **3.10 New Business**

- Young Rider Fund
- Scoreboard – Sam & Isabel
- Landsafe
- Fundraising committee – now a full board endeavor
  - To become a standing item on agenda
  - Suz to have sponsorship package reviewed.

**3.11 – Date of next meeting** February 16<sup>th</sup> @ 7:30pm conference call

**3.12 – Adjournment** R. Fournier

## HTNB BOARD OF DIRECTORS MEETING

January 19, 2020  
6PM conference call  
Meeting 4 Minutes

X	Reba Fournier	X	Janet Currie	X	Suzanne Stevenson
X	Emilie Murphy	X	Samantha Atkinson	X	Janelle Finnegan
X	Stacey McKay	X	Amber Hancock		Isabel Lacroix

### 4.1 - Call to Order- 8:03pm

### 4.2 - Call for Quorum confirmed R. Fournier

### 4.3 - Approval of Agenda - S. Atkinson / R. Fournier

### 4.4 - Approval of Meeting 3 minutes – A. Hancock / R. Fournier

### 4.5 - Reports

#### - Communication committee update

- Social media update
  - **ACTION ITEM: New graphic for LTED post, Sam to repost once LTED changes resolved**
- Website update – now appearing in search
  - Need page with facilities info **ACTION ITEM: Emilie to collect content about facilities, Sam to post**
- Online membership form update - tabled

#### - Memberships update

A few memberships still coming in, expect more with LTED deadline approaching.

#### -Facilities update

- HRC
- Foshay Jemseg
- Foshay International
- Brae Fearann – derby date moved to July 25th, camp to be discussed with LTED program
- Peakaboo Corner – horse trials August 22, try to coordinate next year to avoid PC rally

### 4.6 LTED Program

- Program published, lots of interest.
- Brae Fearann Derby changed to July 25<sup>th</sup>, what to do about camp #2?
  - Board email correspondence detailing concerns about Friday night camp – primarily past feedback and accessibility challenges suggest Friday night is unsuitable based on our objectives
  - Want to find a solution that works for facility, coach, program, and our riders
    - **ACTION ITEM Sam to email Lori about camp and what would work best for program**
      - Open to keeping original dates?
      - Other options: camp Sunday, weekend before?
    - If no workable solution, urgent board meeting to discuss options moving forward
- What are our requirements / suggested outline for training camps? May assist in new coaches and hosts organizing their camps. Suggested:
  - Prefer weekend day or holiday, with opportunity for full day learning
  - Allow opening camp to non LTED riders, if space permits
  - Reasonable group sizes 4-6 riders (approximate)
  - Optional time for additional learning opportunity: fitness testing, yearly training plans, goal setting, grooming, consider course walking?

## **HTNB BOARD OF DIRECTORS MEETING**

January 19, 2020  
6PM conference call  
Meeting 4 Minutes

- Tabled: Rider Level testing camp – Jenn Hanson and Reba Fournier happy to be involved

### **4.7 Travel team / Championship**

- No update at this time

### **4.8 Maritime Eventing Challenge**

- Need more discussion re qualifications
  - Warrants its own meeting – tabled until after LTED program sorted

### **4.9 Marketing & Fundraising**

- Equine Review – same weekend as LTED camp, will sit out this year.
- Option to sell “Introduction to Eventing” handbook as fundraiser
  - Send to board for review
- May want to fundraise for specifics. Brainstorming:
  - Where will the money go? Facilities? Young rider fund? Building XC jump? Prize for young rider? Sportsmanship prize? Need a short list
  - Ride-a-thon, social event
  - Marketing campaign and possible go fund me – specific \$\$ targets, facilities
    - Ask facilities if they would like to be funded, what for
    - IE training level course for 2021
    - **Needs ongoing discussion**
  - Greenhawk sponsor for a basket raffle? Diva equine? Maritime Saddle & Tack? North Stream? Consider gift cards.
  - Consider LTED or HTNB riders responsible for selling a sponsorship banner \$100 (or can buy it out themselves)
  - This year we will do big year long 50/50, print out tickets with contact info
    - Suz to pursue lottery license

### **4.10 New Business**

- Young Rider Fund
- Scoreboard – Sam & Isabel
- Landsafe

### **4.11 – Date of next meeting – pending LTED correspondence**

### **4.12 – Adjournment S. Atkinson/R. Fournier**



## HTNB BOARD OF DIRECTORS MEETING

March 15, 2020

8PM conference call

Meeting 5 agenda

X	Reba Fournier	X	Janet Currie	X	Suzanne Stevenson
X	Emilie Murphy		Samantha Atkinson	X	Janelle Finnegan
X	Stacey McKay	X	Amber Hancock		Isabel Lacroix

### 5.1 - Call to Order – RF 5:03

### 5.2 - Call for Quorum confirmed by RF

### 5.3 - Approval of Agenda – JC / SS

### 5.4 - Approval of Meeting 4 minutes – corrected meeting date from January to February. Approved. JC / SS

### 5.5 - Reports

#### - Communication committee update

- Social media update
- Website update
  - Need page with facilities info
    - **ACTION ITEM: Emilie to collect content about facilities, Sam to post**
- Online membership form update - tabled

#### - Memberships update

Bump with LTED applications to 38, will continue to trickle in

#### -Facilities update

- HRC - none
- Foshay Jemseg - none
- Foshay International - none
- Brae Fearann – update from Janet. BF may turn focus to dressage, likes hosting for schooling but sanctioned horse trials and derbies may be less feasible in the future. Upkeep for course is challenging, assistance mowing (volunteers or hired) would be very helpful. Would also like to borrow portable jumps to help run Training level course if possible.

Committed to Saturday Derby, flexible about camp to get LTED riders the experience they need. Camp and derby happening that weekend, schedule TBD.
- Peakaboo Corner – financial unrest with coronavirus may impact ability to host a horse trial in 2020.

### 5.6 LTED Program

- **33 applicants!**
  - 13 Development tier
  - 7 Tier 1 (Entry)
  - 5 Tier 2 (PT)
  - 8 Tier 3 (Training +)
- Note: may be redundant to ask for proof of my memberships as they are verified, perhaps revisit next year
- Clearly note who to send vaccinations to in acceptance letter
- People not meeting vaccination requirements by date may be an ongoing issue. Coggins drawn before camp okay, even if not in BUT vaccinations should be done 2 weeks prior to camp. How to handle this?
  - Step 1 – remind them of date and be firm of why that is the best date

## HTNB BOARD OF DIRECTORS MEETING

March 15, 2020

8PM conference call

Meeting 5 agenda

- Step 2: Defer to camp organizer: will communicate why it's important to meet requirements by that date, very strict about biosecurity on site – no stabling, no roundpen
- Selection:
  - Per proposal, numbers show we have room for everyone in every tier
  - Stacey has followed up in depth, no serious issues
  - Only 1 rider lacking HTNB (will follow up)
  - ***Agreed to accept everyone***

### Possible program revisions:

- Based on application numbers alone, budget now has \$1143 to spend, what to do with this money? **Reba sent proposal to NBEA with a revised budget and discussed at NBEA meeting, no issues but will await approval from DP.**
  - More funding to facilities and out of province coaching as these have been identified as areas of need.
- Opening camps to other riders: needs to be decided now as people are planning season (already have people asking) **TABLED UNTIL NEXT MEETING**
  - Suggest \$100-125 fee? Must be NBEA & HTNB members. Free auditing
  - Great way to catch people who want to try eventing but couldn't commit to whole program this year.

### COMPETITION SESSION PLANNING:

- Sue Fraser likely unavailable. Donna McInnis is available and in budget.
- Lesson Saturday. "Show" Sunday.
- Norton Fire Hall rented for lecture – fantastic space. Likely 5-8pm. May have to be modified based on pandemic given guidelines for groups.
  - Potluck – open to all
  - Saturday night silent auction – looking for donations, merch, gift certificates. Ask greenhawk, Diva Equine.
  - Workshop with welcome, review program requirements, complete YTPs
  - Possible game or team builder?
    - Trivia? Race? Borrow from Pony Club?

### 5.7 Travel team / Championship - tabled

- No update at this time

### 5.8 Maritime Eventing Challenge - tabled

- Need more discussion re qualifications
  - Warrants its own meeting – tabled until after LTED program sorted

### 5.9 Marketing & Fundraising

- Option to sell "Introduction to Eventing" handbook as fundraiser - \$8 profit ea
- Marketing: where will the funding go?
  - **ACTION ITEM: Suzanne to create budget**
  - Facilities? Young rider fund? Building XC jump? Prize for young rider? Sportsmanship prize? Need a short list.

## HTNB BOARD OF DIRECTORS MEETING

March 15, 2020

8PM conference call

Meeting 5 agenda

- Maritime eventing championships
- Foshay international support
- This year we will do big year long 50/50, print out tickets with contact info
  - Suz to pursue lottery license
    - Will apply for 2 licenses to include one for Foshay International weekend as well as season long 50/50
    - Need to make numbered tickets with room for name/contact
      - **ACTION: Stacey and Suzanne to collaborate and create tickets**
    - **Motion** for proceeds from FI 50/50 to be donated back to FI by S. Stevenson
      - Seconded by J. Currie / R. Fournier. Motion carried.

### 5.10 New Business - tabled

- Young Rider Fund
- Scoreboard – Sam & Isabel
- Landsafe
- David O'Connor Talent Search – something to plan for

**5.11 – Date of next meeting** – 7pm April 5<sup>th</sup>

**5.12 – Adjournment** – S. Stevenson / R. Fournier

## HTNB BOARD OF DIRECTORS MEETING

May 12, 2020

8PM conference call

Meeting 6 agenda

X	Reba Fournier	X	Janet Currie	X	Suzanne Stevenson
X	Emilie Murphy	X	Samantha Atkinson	X	Janelle Finnegan
X	Stacey McKay	X	Amber Hancock	X	Isabel Lacroix

**6.1 - Call to Order – 8:35pm R. Fournier**

**6.2 - Call for Quorum – confirmed R. Fournier**

**6.3 - Approval of Agenda – S. Atkinson / R. Fournier**

**6.4 - Approval of Meeting 5 minutes – S. McKay / R. Fournier**

**6.5 - Reports**

**- Communication committee update**

- Social media update – silent for now, will ramp up as more info is available and more

**- Memberships update**

**-Facilities update**

- HRC
- Foshay South – not planning to host June
- Foshay International – postponed until 2021
- Brae Fearann – derby and clinic cancelled
- Peakaboo Corner

**6.6 LTED Program**

- Complex plan... but NBEA has blessing from SportNB to start activities, with stipulations re distancing, maximum outdoor groups of 10
- No EC sanctioned shows due to unavailability of officials, but may be open to “provincially sanctioned” shows to be part of LTED program
- Each organization/event will need a plan regarding public health guidelines, committee/assigned person to enforce
  - Heather Findlay to create a template plan for associations
- **COVID-19 impact – LTED format will have to change to reflect lack of competitions, clinics, camps. Suggested:**
  - Allow withdrawal for any reason
  - Possible to allow fall LTED
  - Focus on lessons, rider levels
    - Idea to require a certain number of “education activities” which could include lessons, rider level prep or evaluation, approved clinics/competitions as they become available.
    - Worksheets for each level complete and available to be distributed to riders – editing to ensure they are not too similar to actual tests
- Action item: Janet to touch base with HRC, Brae Fearann availability
- Action item: Amber to touch base with Peakaboo
- Action Item: Suzanne to discuss possibilities at FSE

**6.7 Travel team / Championship - tabled**

**6.8 Maritime Eventing Challenge - tabled**

**6.9 Marketing & Fundraising - tabled**

## **HTNB BOARD OF DIRECTORS MEETING**

May 12, 2020

8PM conference call

Meeting 6 agenda

### **6.10 New Business - tabled**

- Young Rider Fund
- Scoreboard – Sam & Isabel
- Landsafe
- David O'Connor Talent Search – something to plan for

**6.11 – Date of next meeting – May 18<sup>th</sup> at 8pm and May 25th 7:30pm**

**6.12 – Adjournment – R. Fournier 9:40pm**

## HTNB BOARD OF DIRECTORS MEETING

July 22, 2020

8:15PM Conference Call

Meeting 7 Minutes

X	Reba Stewart	X	Janet Currie	X	Suzanne Stevenson
X	Emilie Murphy	X	Samantha Atkinson	X	Janelle Finnegan
X	Stacey McKay	X	Amber Hancock		

### 7.1 - Call to Order @ 8:20pm

### 7.2 - Call for Quorum – Confirmed by Stacey McKay

### 7.3 - Approval of Agenda – J. Finnegan / S. Stevenson

### 7.4 - Approval of Meeting 6 Minutes – S. McKay / S. Atkinson

### 7.5 - Reports

#### - Communication Committee Update

- Social media update / Website update - Sam will update dates/forms on website and post on Facebook

- **Memberships Update** – Numbers are lower than usual at this time of year. Hoping for an increase by opening up clinics / derby / schooling trial to non-LTED participants.

#### -Facilities Update

- HRC – Available for upcoming events (probable location for Schooling Trial and Rider Level Evaluation Clinic.
- Foshay South – Nothing Planned at this time. Need a “Host Engagement Form” signed by Suzanne.
- Foshay International – Postponed until 2021.
- Brae Fearann – Open for lessons. Talk about a clinic but no details at this time. Need a “Host Engagement Form” signed by Lori (Stacey to follow up with her).
- Peekaboo Corner
  - DERBY August 22<sup>nd</sup> – TD Danielle, Judge Reba, Builder Rien
  - Will follow EC Horse Trial rules for judging. Reba will also provide a rubric/feedback to riders.
  - Need coach for LTED riders – Sam is available and can coach all Tiers, though home coaches permitted as well. Course walks open to all - \$5 or \$10 for non-LTED riders. A course walk schedule will be set in conjunction with Derby ride-times (Stacey).
  - HTNB sponsorship – The \$500 for course development funding (LTED) will be provided.
  - COVID – Sam will approach Alana Palmer for assistance with COVID protocol.

### 7.6 LTED Program

- COVID-19 – Operational Plan developed, required paperwork clarified with NBEA, and LTED participants informed.
- Program paperwork still required – Have received approximately half of LTED participants’ YTP Goals and proof of Vaccines/Coggins. Reminder e-mail sent and encouraged Board members to submit/follow up with students.
- XC Clinic at HRC a success - 12 riders, COVID protocol went smoothly.

## **HTNB BOARD OF DIRECTORS MEETING**

July 22, 2020

8:15PM Conference Call

Meeting 7 Minutes

### **7.6 LTED Program (Con't)**

- Next camps?
  - Rider Level Prep and Rider Level Camp – To be hosted in the Fall at HRC for Rider Levels 1-6. **Stacey** to follow up with Reba and Jenn re: date. **Reba** to work with Jenn re: format.
  - XC Clinic at Peekaboo – Coached by Sam Atkinson on August 15<sup>th</sup> (and August 16<sup>th</sup> if needed) – 5 riders/group. Clinic will be open (LTED participants and others). Registration form to be posted on Facebook and website.
  - Schooling Trial at HRC – **Stacey** to contact Jenn re: dates. **Emilie** to follow up with Erin re: Dressage judge. Sam willing to be Jumping / XC judge.

### **7.7 Travel Team / Championship – Tabled**

### **7.8 Maritime Eventing Challenge – Tabled**

### **7.9 Marketing & Fundraising – **Emilie** to post opportunity for ordering merchandise.**

### **7.10 New Business - Tabled**

- Clinic series encouraging coach mentoring and riders working with a variety of coaches.
- Young Rider Fund
- Scoreboard – Sam
- Landsafe
- David O'Connor Talent Search – something to plan for in the future

### **7.11 – Date of next meeting – Wednesday, August 12<sup>th</sup> at 8:00pm**

### **7.12 – Adjournment – S. McKay / S. Stevenson**

## HTNB BOARD OF DIRECTORS MEETING

August 12, 2020  
8:00PM Zoom Call  
Meeting 8 Minutes

x	Reba Fournier	x	Janet Currie	x	Suzanne Stevenson
x	Emilie Murphy		Samantha Atkinson	x	Janelle Finnegan
x	Stacey McKay	x	Amber Hancock		

### 8.1 - Call to Order – 8:05

### 8.2 - Call for Quorum confirmed R. Fournier

### 8.3 - Approval of Agenda – S. Stevenson/S. McKay

### 8.4 - Approval of Meeting 7 Minutes – S. Stevenson/S. McKay

### 8.5 - Reports

#### - Communication Committee Update – tabled for Sam's input

- o Social media update / Website update
- o How to market events for more participation

#### - Memberships Update

- 45 members, a few more coming in
- approach XC facilities about being HTNB members to school
  - o Stacey to ask HRC
  - o Reba to ask PC

#### -Facilities Update

- o HRC – set for schooling Derby with dressage September 12 (also offered LTED clinic to have 2 day event), rider level activities.
- o Foshay South – host engagement form signed, informal schooling only
- o Foshay International – Postponed until 2021.
- o Brae Fearann – host engagement form signed, hosting LTED participants
- o Peekaboo Corner
  - o DERBY August 22<sup>nd</sup> – TD Danielle, Judge Kenzie Cosman, Builder Rien, ground jury Taylor Smith
  - o Will follow EC Horse Trial rules scoring – published to be transparent and clear
  - o Coaching: Sam to coach Tiers 1 & 2 (and own students). Reba to coach Development Tier (and own students). Course walks open to all - \$10 for non-LTED riders. A course walk schedule will be set in conjunction with Derby ride-times
    - Emilie will try to incorporate scheduled course walk
    - Consider making course available Friday night
  - o HTNB sponsorship – The \$500 for course development funding (LTED) will be provided.
  - o Ribbons and prizes provided: Saddle pads (stewart sporthorses), gift cards (Maritime Saddle&Tack), custom photo (Images by Ceci), horse treats, vet wrap
  - o COVID – operational plan in place and COVID enforcement assigned to Taylor Smith
  - o Event photographer Ceci Snow

### 8.6 LTED Program

- o Paperwork nearly completed
  - o Progress reports due September 1
    - What is NBEA expecting??



## HTNB BOARD OF DIRECTORS MEETING

August 12, 2020

8:00PM Zoom Call

Meeting 8 Minutes

- Have Sam post tracking spreadsheet on website
- Stacey to reshare/repost progress sheet to be put on website too
- Outline paperwork needed for COVID etc and post to website
- **Reba** to touch base with DP regarding tracking sheet
- XC Clinic set for August 15 with Sam
  - Already getting requests for ride times
    - 11 riders, all LTED. Ride times released.
- Next camps?
  - Rider Level Prep and Rider Level Camp – To be hosted in the Fall at HRC for Rider Levels 1-6.
    - Two RL6 and one RL8, may consider trip to PEI to be tested
    - **Janet to follow up with Jenn and DP to discuss RL6 opportunities and barriers**
  - Schooling Derby with Dressage at HRC – September 12. to follow up with Erin re: Dressage judge. Sam willing to be Jumping / XC judge.
  - **Consider Sept 12 LTED clinic with Jenn, possibly Erin to focus on test riding**
- Facility funding
  - \$500 left for facilities – back to HRC for September camp/schooling derby
  - Facilities/Coaches to submit invoices to Suzanne to be paid
- Coaching funding
  - We will assist in coordinating coaching by connecting riders with appropriate coaching as needed and possibly funding if available

### 8.7 Travel Team / Championship – Tabled

### 8.8 Maritime Eventing Challenge – Tabled

### 8.9 Marketing & Fundraising – Emilie to post opportunity for ordering merchandise.

- Do we have a framework of where our fundraising dollars would go?
  - HTNB young rider fund, operating costs

### 8.10 New Buiness - Tabled

- Clinic series encouraging coach mentoring and riders working with a variety of coaches.
- Young Rider Fund
- Scoreboard – Sam
- Landsafe
- David O'Connor Talent Search – something to plan for in the future

### 8.11 – Date of next meeting - August 26<sup>th</sup> 8pm

### 8.12 – Adjournment – 9:25pm S. Stevenson / R. Fournier

**HTNB BOARD OF DIRECTORS MEETING**

August 12, 2020

8:00PM Zoom Call

Meeting 8 Minutes

**LTED Funding Request 2020- REVISED**

EXPENSE ITEM	BREAKDOWN	TOTAL
Clinics/camps	\$500 x 7 days <i>\$500 Jennifer Hanson</i> <i>\$500 Sam Atkinson</i> <i>\$500 Rider Level Prep (projected)</i> <i>\$500 Rider Level Test (projected)</i>	\$3500     <b>\$1500 remaining</b>
XC Course Preparation Funding	\$500 x 3 days <i>\$500 HRC</i> <i>\$500 PC</i>	\$1500    <b>\$500 remaining</b>
Coaching at HTNB Competitions	\$150/day X 3 shows <i>\$150 Sam @ Peakaboo Derby</i> <i>?Reba @Peakaboo Derby</i> <i>? Schooling Derby HRC (projected)</i>	\$450
Development Tier Education Funding	\$200 X 9 people	\$1800
Tier 1 Education Funding	\$300 X 7 people	\$2100
Tier 2 Education Funding	\$400 X 2 \$400 X 6 (former Tier 3)	\$800 \$2400
<b>TOTAL EXPENSES</b>		<b>\$12 550</b>

## HTNB BOARD OF DIRECTORS MEETING

August 26, 2020  
8:00PM Video Call  
Meeting 9 Minutes

X	Reba Fournier	X	Janet Currie	X	Suzanne Stevenson
X	Emilie Murphy	X	Samantha Atkinson	x	Janelle Finnegan
X	Stacey McKay	X	Amber Hancock		

**9.1 - Call to Order** 8:15pm R. Fournier

**9.2 - Call for Quorum** confirmed by R. Fournier

**9.3 - Approval of Agenda** S. Stevenson / R. Fournier

**9.4 - Approval of Meeting 8 Minutes** S. Stevenson / R. Fournier

**9.5 - Reports**

### - Communication Committee Update

- Will advertise derby as unaffiliated/unsanctioned

### - Memberships Update

- approach XC facilities about being HTNB members to school
  - Stacey to ask HRC at year/s end
  - Reba to ask PC at year's end

### -Facilities Update

- HRC – set for LTED camp and schooling Derby with dressage – TBD below
- Foshay South
- Foshay International – Postponed until 2021.
- Brae Fearann
- Peekaboo Corner
  - Derby feedback:
  - Maps to be published earlier and easier to access/find
  - Covid paperwork confusing
  - Warmup closer to Xc and startbox, far away and spooky for some horses
  - Need volunteer team – perhaps HTNB committee
  - Consider HTNB to offer to host and organize peekaboo events – framework and finances to consider

### 9.6 LTED Program

- Paperwork nearly completed
  - Progress reports due September 1
    - Tracking Log IS required
    - Have Sam post tracking spreadsheet on website
    - Stacey to reshare/repost progress sheet to be put on website too
    - Outline paperwork needed for COVID etc and post to website
- Rider Level Camps – need communication out about this
  - Rider Level Prep Camp and Rider Level Camp – To be hosted in the Fall at HRC for Rider Levels 1-6.
    - Prep Jennifer/Reba – tentative date October 3 or 4, sent to riders
      - Consider having written tests proctored prep weekend

## **HTNB BOARD OF DIRECTORS MEETING**

August 26, 2020

8:00PM Video Call

Meeting 9 Minutes

- Donna McInnis available to test RL6 tentative date October 17 and/or 18
  - Need to discuss daily fee
- Coaching funding
  - We will assist in coordinating coaching by connecting riders with appropriate coaching out of province as needed and possibly funding if available
- Dressage/Jump Camp and Schooling Derby with dressage
  - Donna as dressage clinician \$500
  - Jumping clinician Sam \$500
  - HRC XC prep fee \$500
  - Derby: Stewart Sporthorses to organize as XC fundraiser
  - Entries now open
  - Incentives to draw LTED riders and Pony Club riders
  - Rob has offered to help design/set course, have to coordinate a time

### **9.7 Travel Team / Championship**

There is \$2000 funding here for competitive endeavors for LTED riders, we should use it  
Brainstorming suggestions:

- Pay entry fees for LTED riders at strath?
  - If ALL competitive tier riders go, based on review of rider list suspect 9 in Entry/PT(\$150) and 6 Training+(\$155) for total \$2280, likely to come in under budget (<100% go)
  - Propose we fund competitive tier only and only in EC recognized levels (Entry and above)
  - Logistics - add to reimbursement funding. That way they only get it if they also meet requirements but doesn't help immediate costs. Have to get plan approved by NBEA.

### **9.8 Maritime Eventing Challenge – pushed to 2021**

### **9.9 Marketing & Fundraising**

Merch at Derby?

### **9.10 New Business - Tabled**

- Clinic series encouraging coach mentoring and riders working with a variety of coaches.
- Young Rider Fund
- Scoreboard – Sam
- Landsafe
- David O'Connor Talent Search – something to plan for in the future
- Course design clinic?

### **9.11 – Date of next meeting September 16<sup>th</sup> 8pm**

### **9.12 – Adjournment R. Fournier / S. Stevenson 9:06PM**

## **HTNB BOARD OF DIRECTORS MEETING**

September 16, 2020

8:00PM Video Call

Meeting 10 Minutes

**10.1 - Call to Order RF/SS**

**10.2 - Call for Quorum RF**

**10.3 - Approval of Agenda RF/JC**

**10.4 - Approval of Meeting 9 Minutes RF/JC**

**10.5 - Reports**

**- Communication Committee Update**

**- Memberships Update**

**-Facilities Update**

- HRC
  - Derby
    - 31 horses – 12 also did peekaboo derby
    - 17 new HTNB members
    - Stewart Sporthorses raised \$2500, to go to XC development TBD by SS
    - Some delays/scheduling
    - Survey feedback - many riders excited and asking for full horse trial
    - 12 Eliminations to discuss
- Foshay South
- Foshay International – Postponed until 2021.
- Brae Fearann
- Peekaboo Corner- ongoing schooling opportunities

How can we support our facilities? Feedback that they are feeling disconnected/disengaged from HTNB

- Volunteer teams
- Assistance with planning, marketing, setup
- Meeting in fall to discuss goals and expectations for the following year, set dates
- Direct engagement – endorsing schooling and competitive opportunities, attending events, marketing and sponsorships

**10.6 LTED Program**

- Eventing Clinic
  - format feedback
    - Sam feedback regarding time
    - possibility of hosting clinics AFTER event instead of before? More organic competitive experience followed by learning ie derby Saturday, clinic Sunday to troubleshoot?
    - Differing opinions regarding value of clinic immediately before competition, has pros and cons
  - Expenses
    - Invoices sent to NBEA for Donna, Sam
  - ?honorarium for Scribe – not in budget
- YTP Goals

## **HTNB BOARD OF DIRECTORS MEETING**

September 16, 2020

8:00PM Video Call

Meeting 10 Minutes

- Submission requirements for LTED funding
- Rider Level Camps
  - Rider Level Camps
    - Prep Jennifer/Reba – tentative date October 3 or 4, sent to riders
      - Conflicts with Geary Hill combined test
      - Consider having written tests proctored during prep weekend
      - How many riders and what levels
    - Colleen Carrol-Nesbit available to test RL6 tentative date October 24-25
      - Need to discuss daily fee
      - Need number of riders
  - Coaching funding
    - We will assist in coordinating coaching by connecting riders with appropriate coaching out of province as needed and possibly funding if available (currently no funding)

### **10.7 Travel Team / Championship**

- Competitive Tier riders will have entry fee reimbursed (only Entry and above) for Strathgartney Horse Trial – has this been communicated to riders?
- Coaches available for LTED riders at Strath?
  - Reba has riders in PE & E
  - Sam?
  - Rob / Suz?

### **10.8 Maritime Eventing Challenge – pushed to 2021**

### **10.9 Marketing & Fundraising**

Any merch or initiatives before Strathgartney?

### **10.10 New Business - Tabled**

- Clinic series encouraging coach mentoring and riders working with a variety of coaches.
- Young Rider Fund
- Scoreboard – Sam
- Landsafe
- David O'Connor Talent Search – something to plan for in the future
- Course design clinic?

### **10.11 – Date of next meeting Oct 26 at 8pm**

### **10.12 – Adjournment RF**

## HTNB BOARD OF DIRECTORS MEETING

October 26, 2020  
8:00PM Video Call  
Meeting 11 Agenda

x	Reba Fournier	x	Janet Currie	x	Suzanne Stevenson
x	Emilie Murphy		Samantha Atkinson	x	Janelle Finnegan
x	Stacey McKay	x	Amber Hancock		

### 11.1 - Call to Order – 8:05 RF

### 11.2 - Call for Quorum – confirmed by RF

### 11.3 - Approval of Agenda – JF / SS

### 11.4 - Approval of Meeting 10 Minutes RF / SS

### 11.5 - Reports

#### - Communication Committee Update

#### - Memberships Update

87 members – huge bump asking for memberships to school, then they have it when ready to compete

#### -Facilities Update

Meeting tomorrow, agenda attached. Need to identify goals of HTNB and facilities to plan for upcoming year, considering COVID could still be a factor.

- HRC
- Foshay South
- Foshay International – Postponed until 2021.
- Brae Fearann
- Peekaboo Corner
  - Halloween Schooling Derby October 31<sup>st</sup>
  - Water complex next year thanks to fundraising efforts and riders schooling/support
    - Looking for input from course designer and coaches

### 11.6 LTED Program

- YTP Goals
- Submission requirements for LTED funding – **STACEY to send reminder & edit form to include Strathgartney Entry, level, and results (scores)**
- Rider Level Barriers
  - **JANET to draft letter on behalf of the board**
- Funding remaining for 1 camp with Reba & Jennifer at HRC (other coaches welcome)
  - Review of YTP & revision, setting new goals, make a winter training plan
  - Fitness / rider biomechanics
  - Under saddle option: gymnastics
- **Need to address instance of leftover money. We had proposed that it be divided evenly among our approved XC courses, and the entire application had been approved, but should confirm this specifically. SUZANNE to follow up on this part of the proposal.**

### 11.7 Travel Team / Championship

- Sent riders to PEI horse trial: 15 HTNB riders, 8 of which were LTED and will be funded

### 11.8 Maritime Eventing Challenge – pushed to 2021

## HTNB BOARD OF DIRECTORS MEETING

October 26, 2020  
8:00PM Video Call  
Meeting 11 Agenda

### 11.9 Marketing & Fundraising

#### 11.10 New Business

- Stewart Sporthorses tentatively proposing an “Eventing Kindergarten” program next year modeled after Wit’s End’s program, separate from LTED, to include optional coach mentoring component.
  - Good idea, will support but not sure how HTNB will be involved given LTED organization as well
  - Important to make adult friendly, include social component
  - Coach mentoring opportunity (include insured certified instructors/coaches)
  - Pitch to facilities
- Propose that all board members take Safe Sport training given interaction with athletes
  - **REBA to propose constitution amendment for AGM**

#### Possible future projects:

- Clinic series encouraging coach mentoring and riders working with a variety of coaches
- Young Rider Fund
- Scoreboard
- Landsafe
- David O’Connor Talent Search
- Course design clinic

#### 11.11 – Date of next meeting

- AGM – **Reba to finalize agenda**, needs announcing. November 28<sup>th</sup> at 3PM
- November 23<sup>rd</sup> 8pm
  - Awards
  - Rider Level barriers letter
  - facilities

#### 11.12 – Adjournment 9:25PM RF / SS



## HTNB BOARD OF DIRECTORS MEETING

November 26, 2020

8:00PM Video Call

Meeting 12 Agenda

X	Reba Fournier	X	Janet Currie	X	Suzanne Stevenson
X	Emilie Murphy	X	Samantha Atkinson	x	Janelle Finnegan
x	Stacey McKay	x	Amber Hancock		

### 12.1 - Call to Order JC/SS

### 12.2 - Call for Quorum JC

### 12.3 - Approval of Agenda JC/SS

### 12.4 - Approval of Meeting 11 Minutes JC/SS

### 12.5 - Reports

#### - Communication Committee Update

- Reba to lead social media in new year
- SAM & Emilie to support socials and maintain website - upload meeting minutes to website
- How to allow access to AGM
  - o Zoom may be best platform - NBEA offering hosting
  - o Send to all membership
  - o Board to log on by 2:40pm
  - o Send out reports by email as well as share screen
- Sam to draft survey to members
- Reach out to members to get photos/video highlights of the year

#### - Facilities update

Facilities meeting minutes attached

Overall, there is interest in sanctioned and unsanctioned activities. Training level and above acknowledged as a financial challenge to build and maintain course.

### 12.6 LTED Program

Complete, update to be presented at AGM

Janet to approach NBEA for program feedback

Stacey to share with board and in AGM report extensive stats from LTED program, goal outcomes

### 12.7 Marketing & Fundraising

### 12.8 New Business

- o Stewart Sporthorses planning grassroots program for 2021
- o Propose that all board members take Safe Sport training given interaction with athletes
  - o On agenda for AGM constitution change
- o Barriers to accessing rider level evaluation to be formally addressed
  - o Janet to draft letter outlining concerns for AGM

#### Possible future projects:

- o Clinic series encouraging coach mentoring and riders working with a variety of coaches
- o Young Rider Fund
- o Scoreboard
- o Landsafe

## **HTNB BOARD OF DIRECTORS MEETING**

November 26, 2020

8:00PM Video Call

Meeting 12 Agenda

- David O'Connor Talent Search
- Course design clinic

### **12.9 – Date of next meeting**

- AGM November 28 3pm
- Short meeting of new board after

### **12.10 – Adjournment RF/SM**