

**Minutes of the 2017 Annual General Meeting**  
Saturday 25 March 2017 and held at the Holiday Inn, Coventry

**1. Council Present**

Frances Neil - Interim Chair  
Ruth O'Reilly - Administration Director  
David Deptford - International Director  
Lucy Adams - Technical Director  
Sandra Loder - Youth Director  
Leigh Cheetham - Breed Show & Events Director

Nicola Cole - Accountant & Company Secretary, Willis Cooper  
Karen Coleman - Registrar, Treasurer & Administration

**Members Present**

Carin Herrick	Paul Carley
Catherine Wright	Jayne Lerwill
Jackie Tiedeman	Jane Carley
David Teideman	Mick Carder
Pat Dyke	Jerry Naish
Paul Cheetham	Sarah Nutt

**2. Chairs Opening Remarks**

Frances Neil, Interim Chair introduced herself and Council and welcomed those members present to the meeting.

Frances informed us of how she came to be on Council and subsequently Chair of AQHA-UK following a chance meeting with AQHA President, Sandy Arledge at Q16 and her aspirations for her term of office. This meeting and a subsequent invite from the President to the World Show sparked the desire to be proactive in the UK Association. Frances was co-opted onto Council in January 2017 as Policy Director. When the previous Chair stepped down Frances was keen to step up as Interim Chair and is looking forward to continuing the work that commenced in 2016 to make those changes to modernise and professionalise the Association should she be fortunate to be elected to Council.

Frances Neil informed the meeting that there would be an amendment to the agenda and that the financial report would be presented prior to the Council Report.

### **3. Apologies for absence**

Apologies for absence were received from the following members;

Henry Deptford	Dawn Garrett
Sarah Deptford	Richard Allen
Mary Larcom	Nick Verstage
Fiona Powley	Jane Wallace
Cheryl Hewson	Sheila Fitzpatrick
Chris Keeble	Lita Pocock
Sarah Loveridge	Becky Pocock
Gill Parker	Alistair Hart
Sandra Mitchell	Doreen Alison
Gillian Sloan	Sue Gardner
Kate Lochhead	

### **4. Minutes of the 2016 AGM**

The minutes of the 2016 AGM were reviewed for accuracy and there were no amendments.

### **5. Matters Arising**

David Teideman raised point 15, Financial Report relating to 2015 stating that, 'answers would be given to those who attended at a later date'. Mr Teideman and Mrs Dyke stated that these had never been received.

Karen Coleman read an email correspondence between Mr Mason and Mr Teideman dated 27th January 2017 detailing that, 'In providing this extra detail, I am committing to giving greater transparency to members in relation to the accounts but this cannot change the principle in law that currently as a private limited company and registered charity with our turnover, we are not required to obtain members prior approval to filing our accounts. Similarly, it does not change the principle in our Articles of Association that detailed inspection of our accounts remains the sole prerogative of Council'. It was also noted that, a profit and loss report for 2015 were also attached.

Mr Teideman and Mrs Dyke requested a copy of the statement of Events for 2015. Frances Neil undertook to provide this information.

*Post meeting note: Email - 24th April 2017, Mr Teideman does not wish to continue to pursue this matter however, believes the approach to the 2015 accounts was unlawful.*

The minutes of 2016 Annual General Meeting were approved without change.

Moved: Lucy Adman

Seconded by: Karen Coleman

## **6. 2016 Accounts**

Nicola Cole, Accountant, Willis Cooper presented the financial accounts for 2016. Nicola informed members that we are now using a new system called Zero. That is a simpler cloud based financial system and is much simpler to access information at any time. And, that Council and others requiring access could so online. Nicola presented the key points from the accounts.

The AQHA-UK 1 January to 31 December 2016 total funds saw a slight increase on the previous year by £4,348.00 overall.

Income resources increased from £79,653.00 in 2015 to £92,030 in 2016. A net increase of £12,377.

Resources expended have increased from £79,792 in 2015 to £87,682 during 2016. This is largely related to the increasing cost of passport and membership consumables.

Voluntary income is down overall and this relates to a drop in gift aid of £4725 due to the changes in gift aid regulations.

Support cost fell by £9,313 in 2016 and is directly related to the resignation of Treasurer and Passport Secretary. We can expect to see an upwards swing in 2017 as a result of the modernisation programme.

Expenditure in the management section has increased by £2,411 consistently adjusted for all other expenses and relates to business and modernisation review.

Event income is up by £14,101, registrations up by £2,709 and subscriptions by £2,700.

Creditors amount to £1,201. Net assets have increased by £30,000 and increase of £10,910 in the restricted and unrestricted funds. The COIF account balance is at end of year was £33,000.

Debtors have decreased as a result of non payment of Breed Show Sponsorship totalling £1,048 although this is down on the previous year.

In summary, the Associations funds have increased in spite of a significant drop in gift aid contributions and increases in consumables.

The Financial report was presented and accounts were accepted

Moved: Jerry Naish

Seconded: Jane Carley

## **7. Council Report for 2017**

Frances Neil requested individual directors to present their sections of the report.

David Teideman enquired why Nick Mason had left as Chair. Frances Neil reported that Council received an email from Mr Mason stating that he was resigning from post.

David Teideman enquired why Frances Neil was chairing the AGM. Frances Neil clarified that she had been on Council since January and that on Mr Mason's resignation she made it known that she would be delighted to take up the post. And, that she had, at a subsequent Council meeting been voted to the post of Interim Chair.

David Teideman enquired if Karen Coleman was on Council. Karen Coleman confirmed that she was not on Council and that the Treasurer was a non Council post.

### **7.1 Policies & Procedures**

Frances Neil reported that she had taken the responsibility for reviewing policies and procedures. The first to be reviewed, the safeguarding and hat hard policies as the Association are embarking on developing the next Youth World Cup squad.

Francis will be updating her safeguarding training in the coming weeks followed by Sandra Loder. Frances reported that Lucy Adams and David Deptford's training are still current. Frances went on to say that the Association is fortunate to have so many members qualified and well versed in the requirements.

It was noted that, the suite of policies is due for review and update as required. Those to be reviewed next include, health and safety, data protection and photography.

### **7.2 Administration Report**

Karen Coleman reported that she was engaged at the end of 2016 to undertake a review of the Association's business practices and to develop a change programme. It had become apparent that all systems and processes were not working sufficiently well to support the organisation meet its statutory obligations. A programme to modernisation and professionalisation was required to move the Association forward. Karen reported that the 'Time for Change Report' will be available on the website once complete and that the change process has started but there is still much to do.

Ruth O'Reilly, Administration Director reported that the old website was taken down at short notice as Council had agreed not to extend the existing contract. The reason for this

decision was that the website was no longer fit for purpose and expensive to make the necessary changes. Following specification and quotations from three providers Council appointed Nettl to create the new website to include a number of additional features. An additional benefit of the new website is that changes can be made by the Association rather than paying a provider. Ruth stated that the basics are up and running and that new pages and information is still being added. The website will eventually hold a training base of videos, articles and publications and has the ability to take payment for membership and horse registration. The website will be the flagship for the Association and is an educational resource as well as reflecting achievements and activities of members.

Karen Coleman briefed the meeting on the changes to the *Grassroots* passport and membership software system noting that AQHA-UK purchased the system in 1998. That, the functionality is exceedingly good for both passports and membership although the system had not been used for membership in the past. As such, there is duplication of effort with membership managed with various databases none of which are an accurate reflection of the current position and the reason Council have been reluctant to publish figures until validated. During the coming year 1,200 member and 13,000 horse records are being validated to ensure we have our data as accurate as it is within our gift to do.

It was noted that passport law changed significantly in January 2016 and that AQHA-UK along with all Passport Issuing Organisation be required to input to the Central Equine Database in the coming months. This will increase the workload and is not being centrally funded. AQHA-UK has attended three training workshop.

Karen Coleman reported that, the Xero financial software system has replaced the Sage system. Automatic bank feeds and the approvals process reduce the time spent inputting financial data and provides improved governance and transparency. Council and Accountant has web based access to real time transactions and can produce reports quickly and simply.

It was noted that the Association is using Mail Chimp and Survey Monkey to produce a regular e-newsletter and survey members and has a circulation of 1,100. Whilst the first survey produced limited responses, it was well received and responses were in the main positive and gave a better understanding of demographics and members ideas of what they expect from their membership.

The Association would like to note a vote of thanks to Lindsay Robinson, Administration and Jemma Gunning, Registrar who stepped down from their respective roles during 2016. Both Lindsay and Jemma have made significant contribution to the Association for number of years and we thank them for their hard work.

### 7.3 Breed Show and Events Report

Leigh Cheetham reported that the 2017 Breed & Championship Show will be held at Sterling Quarter Horses, Bodiam on 13 - 17 September and that this is the 40th Anniversary of our affiliation to AQHA. Leigh stated that she has a team of helpers who are in the progress of making this a special event and that a range of sponsorship packages are now available.

Leigh reported that it has been brought to the Associations attention that all the UK Show Managers qualifications expire in January 2018. Leigh is planning a Show Managers training course in the UK. Further information will follow on this in due course.

The AQHA Horsemanship Camp will be held at the Crescent Arena, Devon during August. We will be hosting five clinicians lead by Dr Holly Spooner from Middle State University of Tennessee . Twenty rider places will be available and the event will be publicised shortly.

The Get On And Ride (GOAR) goes from strength to strength and is proving very popular. Two members achieved 1000 hours during 2016 and will receive buckles at the awards evening. Council would like to thank Abby Caldwell for managing the scheme during that last two years and Jane Roberts for taking up the baton. Jane will be organising a Weekend in the Woods again this year.

### 7.4 International Report

David Deptford reported that a new levelling system is under development and that it will be two years before this becomes operational. Based on current discussions competitors will require approximately one-third less points to point out. The system is being designed to truly represent entry level riders.

David Deptford informed those present that in 2016, Johannes Orgeldinger, former President of the AQHA was the first European to be inducted in to the Hall of Fame and that the UK's Rosanne Sternberg was inducted into the NHRA, Hall of Fame. We would like to congratulate them on their significant achievements in both the United Kingdom and abroad.

The Euro Cup 2017 will held in LePin, Paris during in July. There are currently eleven teams entered who will be judged by two judges. All riders will compete in three classes. The UK team nominations will be required on 1 April.

The significant changes in EU passport law were discuss at the February FEQHA who are trying to establish a European AQHA Register / Passport Agency. Karen Coleman noted that this does not consider UK law and would be unlikely to be acceptable to DEFRA.

## 7.5 Youth Report

Sandra Loder reported that 2016 was an extraordinary year for our youth squad. We congratulate them on achieving sixth-place out of eighteen very strong teams. Thanks must go to Mary Larcom, Lucy Adams and Charlene Carter and all those who provided facilities and opportunities to make it happen and the children themselves. The team came home with a total of eleven medals, including, two gold one silver and one bronze.

Sandra reported that an introduction day for prospective squad members and their parent's had already taken place. The twelve, 14 to 18 year olds have applied for the squad and will go forward onto the development programme. Those 12 will attend their first training session on 10 April and training events will continue throughout 2017 and 2018.

Sandra informed us that the parents have been briefed on the budget implications and of the sponsorship and fundraising activities that must be undertaken to support their attendance at the Youth World Cup 2018. And, that they must underwrite their children. The Association has agreed to pay the entry fees equivalent to £7,500 over two years.

Youth training clinics will be open to other youth members who may not wish to be in the squad or are too young to do so in 2018. This income source will receive additional income to support the costs.

David Teideman enquired where the youth had come from. Sandra informed Mr Teideman that invitations had been sent out to 41 youth of which 30 are AQHA-UK members and many are from non showing backgrounds.

## 7.6 Technical Report

There are currently 163 horses enrolled in the futurity scheme of those 10 joined in 2016. Futurity will be discussed separately under agenda item 8. due to the proposed rule changes.

Lucy Adams reported that, during 2016 three welfare cases had been reported and all related to one individual. The individual was contacted and information sought relating to the incidents reported. The Association offered to provide help to resolve the situations and this was declined. The case was referred to the RSCPA who has statutory powers to act as necessary.

Lucy went on to inform the meeting that the Association has taken measure to improve awareness and education in particular the Genetic Disease Five Panel Testing program being implemented by AQHA. The Association received many queries relating to this area. In an endeavour to provide appropriate advice about genetic diseases the Association has prepared educational material published on the website to raise awareness relating to genetic diseases and the importance of testing of Quarter Horses within the UK. Also that it has, implemented a process to add genetics test results to the horses passport. Further

our stallions directory only advertises stallions with evidence of test results that are N/N. AQHA-UK always recommend both mare and stallions at panel tested prior to breeding.

## 7.7 Promotional Activity

The Year Book (Journal) had received praise across the board for both content and appeal. The recognition and record of members achievements throughout the year was welcomed. This will continue and Ruth urged members to send in articles throughout the year.

The e-newsletter will continue and will be issued to raise awareness of the breed and associated activities that members and non members undertake including local and national events.

The Youth World Cup 2016 saw interest from the media with coverage on TV and radio. The lessons learnt are that we do need to engagement with the media much earlier so that they may follow the youth development programme.

The Get On And Ride scheme (GOAR) is achieving well. Links with Endurance GB are well establish and AQHA-UK are being approached by other branches who wish to provide AQHA-UK member awards

AQHA attended the Horse Of the Year Show and Your Horse Live. These events attract large numbers and AQHA-UK receive a great deal of interest in the breed and western riding.

The AQHA-UK members meetings will continue in 2017. These were incredibly successful and have been a major factor in members re-engaging with the Association. Members were very clear that they would like these to continue. The format going forward will most likely be social events with open discussion fora where non members can also attend.

The new Facebook pages, 'Ask Debbie' New to AQHA-UK Showing and AQHA-UK Discussion Groups have been very successful thanks to member Debbie Burns suggestion at a members meeting and her offer to do it!

The Council Report was presented and accepted  
Moved: Jerry Naish  
Seconded: Jane Carley

## 8. Resolutions

### Resolution 1.

The Council proposes to increase the Board of Directors numbers from 7 to 9.

The Articles of Association were amended in 2014 to reduce the Board members from 15 to 7. The increased workload and diversity of skills required necessitates Council to seeking an increase the number on Council who are seeking individuals in Public Relations, Marketing and Sponsorship expertise or willing to take on this responsibility.

The AGM resolved that the Board shall consist of nine Directors elected by a show of hands.

#### Resolution 2.

Council proposes to amend the Articles of Association in accordance with the Companies Act to allow electronic communication between the Associations and its members.

The AGM resolved that the Association is permitted use electronic communications and is elected by a show of hands.

### **9. Futurity Report & Rule Changes**

Lucy Adams and David Deptford informed the meeting that they had reviewed and determined proposed changes to the Futurity Scheme. These changes are detailed in a draft AQHA UK Futurity Scheme Rules 2017 and were presented by Lucy Adams.

The rules have been updated to include new classes listed below and other amendment.

- 2 to 3 year-old Lunge Line - Open and Amateur
- 3 to 5 year-old Trail open - Open and Amateur
- 3 to 5 year old Western Pleasure - Open and Amateur
- 3 to 5-year-old Hunter Under Saddle - Open an Amateur
- 3 to 5-year-old Reining - Open and Amateur
- 3 to 5-year-old Ranch Riding - Open and Amateur

Although, Council agreed that age range should be the same for all ridden classes and feel that the membership should vote on the age range in which case the above would be amended to reflect that decision.

The changes are required in light of wider concerns regarding riding two and three year old horses in competition both in Europe and more recently in the UK and more specifically by many of our members.

An open discussion took place considering the pros and cons including the international changes and the fact that the NRHA do not compete ridden youngsters until four. It was felt that the financial incentives should not override horse welfare and that a single approach should be adopted.

### Proposal 1

To current futurity rules do not include amateurs. It is proposed that amateurs can compete in the Futurity Scheme

The AGM resolved that amateurs will be permitted to enter specific amateur futurity classes.

Moved: Lucy Adams

Seconded: David Deptford

### Proposal 2

The current Futurity Rules allow three year old to be ridden. It is proposed that horses must be 4 years old to become eligible for ridden futurity classes.

The AGM resolved that Council is permitted to change the age range for ridden classes from 3 to 5 year olds to 4 to 5 year olds.

Moved: Lucy Adams

Seconded: David Deptford

### Proposal 3

To current rules on Futurity rule changes require a member vote at the AGM. It is proposed that Council is permitted to approve futurity rule changes.

The AGM resolved that Council is permitted to approve futurity rule changes.

Moved: Lucy Adams

Seconded: David Deptford

NB:

Voting in ALL proposals was by a show of hands and proxy votes. The results are noted.

For - 15 in the room and 6 proxy (21) Abstentions - 1 in the room and 3 proxy (4)

## **9. Program for 2017**

The work required to complete the 'Time for Change' modernisation programme will continue during 2017. The software systems are up and running and this means we are paperless from 2017. Going forward we will validate our membership and passport database to ensure accuracy and timeliness. We will work towards removing our paper record and store these electronically reducing storage costs.

We will work with the Central Equine Database to comply with the regulations and have already updated our information and forms for members to make it clearer and reminding horse owners of their legal responsibilities.

We will continue to be represented in the British Horse Society and other National bodies to represent the Quarter Horse in the UK.

The new website will continue to be an educational, information and promotional resource. During 2017 PedeWeb, a web-based passport service will added to the website and will to a large degree remove the paper based registration and transfer forms and enable you to check what horses are legally in your ownership.

The e-newsletter will continue and will be issued where there is sufficient news to merit and issue. Again, please send articles well ahead for advertising and write an article on a subject of your choice.

The Get On And Ride scheme (GOAR) is achieving well. Links with Endurance GB are well established and AQHA-UK are being approached by other branches who wish to provide AQHA-UK member awards we will nurture this.

Horse Of the Year Show and Your Horse Live whilst exciting and receive a great deal of interest at the event, fail to translate to new members. It is unlikely that AQHA-UK will attend both events in 2017. A value for money review will be undertaken before any commitment is made.

The AQHA-UK 'On the Road' members meetings will continue in 2017. These were incredibly successful and have been a major factor in members re-engaging with the Association and members were very clear that they would like these to continue. The format going forward will most likely be social events with open discussion fora and extended to non-members.

The new Facebook pages, 'Ask Debbie', New to AQHA-UK Showing and AQHA-UK Discussion Groups have been very successful thanks to member Debbie Burns suggestion at a members meeting and her offer to do it!

Council reminded those present that the Association can only survive with volunteers and without which it cannot offer new services and must get the basics right.

Jerry Naish, volunteered to help the Association in a non Council role. Jerry's professional role in PR and her first piece of advice to us was to improve our terminology, 'compete' rather than 'show' as this appeals to a wider audience. Council thanked Jerry for her kind offer and one that will be taken up. A resounding Yay from Council was to be heard.

Jane Carley offered to help again in a non Council role. Council thanked Jane for her kind offer.

## **10. Announcement of Council**

David Deptford took the Chair and reminded those present of the obligations set out in the Articles of Association of the requirement for Councillors to step down after a period of three years in office and that those co-opted must be elected. Further, that following election invitations we had not received new nominations.

Karen Coleman announced that, Lucy Adams and Ruth O'Reilly are standing for re-election and that as co-opted Councillors, Leigh Cheetham, Sandra Loder and Frances Neil are standing for election.

A show of hands and proxy votes were taken. The AGM resolved to elect the following to the Board of Directors until end of their term of office.

Lucy Adams  
Frances Neil  
Ruth O'Reilly  
Leigh Cheetham  
Sandra Loder

Moved: Catherine Wright

Seconded: Jayne Lerwill

Pat Dyke enquired if the long service badges were still issued. Karen Coleman agreed to discuss the continued issue of badges with Pat. Pat handed over the long service records to Karen.

## **11. Adjournment of the AGM for 2017**

Frances Neil thanked everyone for their attendance and invited them to the informal open forum discussion until 5pm.

The Chair adjourned the AGM for 2017

Approval of the minutes

Signature \_\_\_\_\_  
Frances Neil  
AQHA-UK Chair

Signature \_\_\_\_\_  
David Deptford  
AQHA-UK International Director

Signature \_\_\_\_\_  
Karen Coleman  
Minutes Secretary

Date \_\_\_\_\_

## 2017 Annual General Meeting - Resolutions

### Resolution 1.

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Moved: Lucy Adams

Seconded: David Deptford

### Proposal 2

The current Futurity Rules allow three year old to be ridden. It is proposed that horses must be 4 years old to become eligible for ridden futurity classes.

The AGM resolved that Council is permitted to change the age range for ridden classes from 3 to 5 year olds to 4 to 5 year olds.

Moved: Lucy Adams

Seconded: David Deptford

Proposal 3

To current rules on Futurity rule changes require a member vote at the AGM. It is proposed that Council is permitted to approve futurity rule changes.

The AGM resolved that Council is permitted to approve futurity rule changes.

Moved: Lucy Adams

Seconded: David Deptford

Signature\_\_\_\_\_

Frances Neil

AQHA-UK Chair

Signature\_\_\_\_\_

David Deptford

AQHA-UK International Director

Signature\_\_\_\_\_

Karen Coleman

Minutes Secretary

Date\_\_\_\_\_