

Council Meeting - Minutes

3 July 2017 - 12.00 to 17.00 at Sovereign Quarter Horses

Present:

Frances Neil - Chair & Finance Director(FN)
Ruth O'Reilly - Administration Director (ROR)
Lucy Adams - Technical Director (LA)
Leigh Cheetham - Breed Show and Events Director
Sandra Loder - Youth Director (SL)
Karen Coleman - Administration (KC)

Apologies:

David Deptford - International Director (DD)

FN is happy to accept DD apologies and confirmed that DD will attend the next meeting at risk of forfeiting his position as per the Articles of Association. Those present agreed.

FN reminded those present that this meeting is dedicated to Finances with Director updates time permitting.

1. Matters Arising not on the Agenda

The minutes were reviewed for accuracy and approved and a true record.

2.1 - LC had not received the Tim Kimura Trail patterns from DD for Show 1 of the Breed Show.

Action: LC to follow up.

2.2 - The location of future Breed Shows was discuss. ROR reminded Council that in the past members were given the opportunity to vote on this point. There had since been two rotations however, a number of members had suggested a Central location would be more accessible to everyone. Council discuss the most appropriate action and would give further thought to this to be discuss again after the Breed Show.

2.6 - It was noted that the Volunteering Policy is now complete and available on the website. It was agreed that Volunteers will received free membership once they have volunteered for a period of six months.

4 - Post AGM follow up on the Articles of Association.

Ongoing action: FN to follow up.

8. - Association Insurance - FN reported that the HSE insist we have Trustee liability insurance in place and this is the reason is taking time to prepare the liability proposals. fBIA and Hygoss are the two companies who are in a position to provide Charities Insurance. KC confirmed the renewal date as 3/11/17.

2. Finance Report

KC informed the meeting that AQHAUK has six bank accounts, one investment account and a PayPal account. Their purpose and balances were detailed and discuss. It was agreed that two accounts should be closed as these have not been used for two years. The bank accounts to be retained are, 1) Current Account, 2) Youth Account, 3) Breed Show & Events Account 4) Euro Cup Account. COIF and Pay Pal remain unchanged. Post meeting note: two accounts are now closed.

KC noted that there are three Restricted Funds. Youth with a balance of £7,432.54, Futurity with a balance of £3477.16 and Euro Cup, recently set up to manage new fundraising efforts due to commence shortly. It was noted that, restricted funds were raised through sponsorship and fundraising and must be used for that purpose alone.

KC reported that the Xero bank feeds are working exceedingly well however, there has been an issue with the ability to code Paypal withdrawals and banked cheques. What this means is that the system was unable to code individual transactions. This problem has arisen due to coding within the Xero system. Willis Cooper is aware and KC has worked with our Accountants to review and resolve the issue. The bank statements all reconcile with the accounts. KC is in contact with FN and ROR regarding this and are fully understand the issues which has now been corrected although there are a number of transactions to recode that will be completed in the next two months. It will not affect the accounts presented at the end of the financial year. KC attended a Xero training session on 7 June.

KC presented the YTD finance report detailing monthly and annual expenditure pre-commitments totalling £2,441.88 per month. It was noted that there is a monthly deficit of £131.83 YTD. Profiled over a 12 month period the income related to passport activity is greater from September through January should correct the financial position. Further the AQHA 2016/17 Fiscal year income is yet to be received. KC reported that passport consumables expenditure would be required during July. LC noted that there was an expectation that the Breed Show would break even. Youth and Euro Cup activities had broken even YTD.

The Profit and Loss report was discuss in some details and all areas of expenditure were reviewed. One notable outlier was the cost of the AGM and associated printing and postage costs at £1557.79. It was agreed that future AGM's would be held in more economic venues. And, since the electronic communication resolution costs would reduce significantly. On the contrary expenditure on promotional activities had significantly increased on previous years to £1710.50. It

was recognised that this had been well spent and was directly attributable to re-engaging with members and attendance at shows.

KC reported that the AQHA Annual Business & Fiscal Expenditure Plan 2016/17 & AQHA Annual Business Plan 2017/18 had been prepared and submitted to AQHA for the 1 July deadline. Council thanks KC for undertaking this work in the short timescale. Post meeting note: 27 July.

3. Directors Updates

3.1 Breed Show & Events - LC

The Breed Show schedule was approved following scrutiny and final adjustments. Council thanked Leigh and her team for the hard work in bring it all together.

LC reported that Penny Connah is preparing a 40th Anniversary Breed Show merchandise design that will be available to purchase.

3.2 Administration - ROR

Logos & Merchandise

ROR raised the need two AQHAUK logos following approaches by the public concerning 'what AQHA' means? It is evident that this is not clear therefore it was agreed to use the square text logo on all future documentation and merchandise. ROR will inform Watteva our main merchandiser.



Further discussion took place regarding alternative colours in the logo to match the clothing colour, noting that the blue and red text does not work with many colours. It was agreed that adding colour alternatives would provide a more modern approach to merchandising. LA mentioned TeeSprung who have excellent quality products with creative design features.

Action: ROR will look into TeeSprung and request samples from both companies for the October meeting.

Journal

ROR reported that she has started to collect articles and photographs for the Journal. Our 2016 provider has provided a quotation of £XXX for 750, 56 page copies. It was agreed to test this quotation.

Action: LC & ROR agreed to seek additional quotations.

ROR requested funds to offer prize money for articles for the Journal. It was agreed that should additional funds become available the request would be included.

Website

ROR informed Council that the website developer is requesting £50 per month for website support. Thus far we have not paid for this service. A six month contract was approved during which time ROR would learn how to manage the website.

Weekend in the Woods

ROR reported that Jane Roberts is requesting that the event be cancelled due to lack of interest as only one bookings had been received. Jane noted that she will still attend and should anyone wish to join to contact her, but that this will not be an AQHAUK event. Council were disappointed at the lack of support given the hard work involved in arranging events. Council approved the cancellation and thanked Jane for organising the event.

Central Equine Database

The implications of the CED and DEFRA Consultation were not discuss. Deferred to the next meeting .

3.3 Euro Cup & Technical - LA

LA informed the meeting that additional support at the Euro Cup event had been offered for the team and that this was welcomed. LA wished to thank those who had kindly offered their time.

3.4 Youth

SL reported that the squad is now down to nine members. This will increase the cost to others at squad events. It is anticipated that those members not now going forward for selection may continue to attend clinics in particular the Youth Camp in August.

Fundraising has so far raised in the region of £1000.

SL noted that none of the squad is opting for leadership places largely due to the £950 entry fee. SL will look into alternative funding routes to try and attract resources to fund two places.

ROR reminded Council that flight booking should be secured now as a block booking to secure flights and prices.

Action: SL to follow up

5.5 International

Nothing to report no change since last meeting.

5.6 Policy

FN reported that she had recently attended the BHS safeguarding course and that it has changed significantly. Our policy will be updated to reflect these changes. SL will undertake the refresher course as Youth Director. FN stated that our volunteers should also have access to the course and must be familiar with our policy.

6. Any other business

Via email - DD has requested that AQHA-UK as part of it's AQHA Business Plan support a bid for funding for SQH to undertake promotional western riding demonstrations in the UK. Council declined.

Further, it was agreed that any additional funds from 2016/17 that these will be allocated as follows,

1. LA - Euro Cup £1,400.00
2. LC - Futurity £1,000.00
3. ROR - Cash prize of £100 for articles printed in the Journal
4. ROR - A5 Booklet promotional material cost to be advised.

Post Meeting note: 27/7 - funds have been approved by the Chief Internal Officer

7. Date and time of next meeting

The next meeting will be held on at .

Chair_____

Secretary_____

Date_____