

AQHA-UK Council Meeting Minutes  
16 February 2018 – 12 noon Stansted Airport

Present:

Frances Neil – Chair (FN)  
Ruth O'Reilly – Business Services Director (ROR)  
Leigh Cheetham – Events Director (LC)  
Sandra Loder – Youth Director (SL)  
Alison Bucknall – Education & Development Director (AB)  
Karen Coleman – Business Services Manager (KC)  
Nick Ainley - Director without Portfolio (NA)

Apologies: Lucy Adams

FN welcomed Nick Ainley to the meeting. Nick had volunteered to become an AQHAUK Director. It was agreed to co-opt NA to Council. FN proposed. Seconded by LC.

1. Minutes of the previous meeting where approved for accuracy

2. Matters Arising - Not on the agenda

2.1 FN had discuss the sponsorship on the reverse of the membership card and would continue to follow up for 2018.

Action: FN to follow up

2. International Report

International and FEQHA Reports provided by LA and were received and discuss, Council wished to thank LA for thorough and full report on behalf of AQHAUK. The reports are appended to the minutes.  
*(Convention to follow from LA)*

It was noted that we are required to pay and annual subscription to FEQHA equal to 1 Euro per member. This had not been paid for 2017 and 2018. FEQHA accepted that they had not invoices a number of Countries and six were outstanding. AQHAUK were required to pay immediately. The fees payable were , 2017 £478.45 and 2018 £574.52 totalling £1052.97.

3. Youth Update - Sandra Loder

4.1 SL reported that the flights are now booked for the Youth World Cup. An initial booking with a deposit of £1750 was paid and subsequently lost due to parents finding cheaper flights. The new flights saved £189 per person after covering the £175 per person in lost deposit. There will be 7 attending plus Team Coach and Youth Director.

4.2 The training clinics are going well with 6 out of 7 attending the February Clinic. Parents and trainers have taken the decision to increase training sessions and these will take place at each show. For the Oakridge Easter Show, Charlene will be coaching a session early morning and Mike Carter will run a clinic on Monday 22 June. Charlene will coach at both Fenland Shows.

4.3 Sponsorship is coming along very well. Mel Crouch has revised our article for the Equestrian Trade News and nine companies have come forward. Champion will provide riding helmets, Ariat clothing and boots. Shires are providing rugs, horse boots grooming and luggage bags. StarOak are

sponsoring the baseball caps. Another company have offered hi-viz wear. Whilst not suitable for the YWC this could be used support the GOAR scheme. We have also received an offer of corporate days and these may be suitable for the Breed Show.

- 4.4 KC reported that we still need to pay the balance of the fees to AQHA YWC that are \$12,000.00. \$8,700.00 has already been paid by AQHAUK. SL is looking into Youth Accounts and will discuss with KC

Action: SL/KC

- 4.5 SL had prepare and circulated details of sponsorship packages that could be used for the Association for all fundraising. This included advertising Logos and advertising on the website, banners at shows and events. Council were supportive and thanked Sandra for this work.

#### 4. Journal

Council wished to congratulate ROR for the wonderful and extremely successful Journal. Many members had taken the opportunity to contact the Association to express their delight at receiving the 2017 edition who's pages had been increase from 52 pages in 2016 to 60 for 2017.

ROR requested that the Association increase the budget for 2018 to enable the text to be in a larger font through increasing the number of pages. It was agreed that we seek quotations from alternative producers to try to reduce the significant cost of producing the Journal.

ROR noted that we need to do more to make members aware that they need to let us know about awards and events i.e. ROMS, as AQHA do not provide the information. And, that where errors occur in one year the will be posted on a corrections board the following year.

333 copies were posted to members.

Action: LC Journal quotations

#### 5. Administration - GDPR

- 6.1 ROR reported that a GDPR (General Data Protection Regulations) statement would be posted on the website shortly. The policy is being developed and a great deal of work is required. We need to contact members and non members regarding the data we hold and the reasons for doing so. We cannot hold data that is more than two years old unless we meet the criteria to do so or has the individuals permission. We are also required to have a GDPR Officer at Board level. ROR offered to t ake on this role.

We must be compliant with GDPR by 25 May 2018. All forms will also require updating to include membership numbers. It was noted that FN, ROR and KC has been to a number GDPR training events.

Action: ROR Policy and website

- 6.2 Equicensus

KC reported that the system is now live and that we are now uploading to the Central Equine Database.

#### 6. AQHA-UK Facebook

FN reported that the Association had been complimented on the Journal Article regarding the media and particularly Face Book. It was now important that Council discuss both the positive and negative impacts of our Facebook pages on the Association, individuals and businesses.

It was agreed that the Discussion Groups whilst managed was a positive attribute to AQHAUK. Since the lost of the FB admin and lack of an ever present Council member monitoring posts the pages, the pages were being abused and were out of control. This proved damaging to the reputation and integrity of the Association, others businesses and a loss of 10 members. Further, Directors and staff were offended at bringing their professional integrity and honesty into question.

AB offered to help to improve the pages and approve posts pre posting. Having researched what other affiliate are doing AB reported that; they do not have 'discussion groups' and that If we are to continue it was suggested that we have clear guidance on what is acceptable and use the pages as an educational marketplace and to use the pages more diversely for example members hot topics, survey topics of the month.

Vote: It was proposed by FN that the two discussion group pages be take it down with immediate effect. Council unanimously agreed. The main page will continue and included topics of the month.

Action: FM to prepare statement for FaceBook and Website. ROR website

## 7. Insurance

FN reported that the policy has been updated and the new premium for items 1-14 Markel Quotation are;

A	£1782.00
	<u>+£ 213.84 PTax @ 12%</u>
	£1995.84
	<u>£ 49.90 Int @ 2.5%</u>
	<u>£2045.74 * 10 = £205.58 per month over 10 months</u>

### B With Cyber Data

	£1000.00
	<u>+ £ 120.00 PTax @12%</u>
	£1120.00
	<u>£ 28.00 Int @ 2.5%</u>
	<u>£1148.00 * 10 = £114.80 per month over 10 months</u>

A + B = £320.38 per month over 10 months £3,203.80 pa

It was noted that, items 1 – 14 are included as standard in all policies and that to pay monthly there is a 2.5% charge and this would be invoiced. The cyber data element has to be taken separately or possibly as a different policy.

Further, When the previous cover my event policy was renewed some endorsements were omitted without notification resulting in the cover not being as full as we have previously been assured. As such potentially mis sold.

Action: FN to update at the next meeting

SL noted that she has received a quotation for the Youth World Cup. Sandra Plumb is organising this from a very reputable company.

Action: SL will provide details at the next meeting

## 8. GOAR

The GOAR buckle from Montana Silversmith is unlikely to materialise given the time since the order and subsequent follow up. LC agreed to place an order with Seiring.

Action: LC

## 9. AGM

- 10.1 ROR reported that the AGM paperwork is completed and is ready to be emailed or posted to members and that ROR will do this. The AGM will be held at Bulkington Village Community Centre, Bulkington, Warwickshire at 2pm.
- 10.2 It was noted that one-third of Council are required to step down. Given the numbers on Council, David Deptford stepping down and Alison Bucknall and Nick Ainley as a co-opted member meet the requirements. Nominations were also being accepted for the three vacant posts.
- 10.3 The finance report was still outstanding and there were concerns regarding the lack of engagement from the existing Accountants and the lack of user friendly presentation of the Accounts. It was agreed that this should be an agenda item for the next meeting.

## 10. Council Expenses

ROR proposed that AQHAUK should have an Expenses Policy that covers all those undertaking tasks on behalf of the Association. It was agreed and ROR will prepare the policy.

It was also suggested that we retain a list of courses and training that is supported by the Association for its Directors and volunteers.

Action: ROR Expenses policy. All to send training to KC.

## 11. Volunteers

FN reported that we had been fortunate to increase the number of volunteers. Those below had come forward to support the Association. FN wished to thank them for their help.

Nick Ainley – Director  
Yvonne Newbiggin – Breed Show Qualifier Co-Ordinator  
Sandra Mitchell – Futurity Co-ordinator  
Carin Herrick - Gift Aid

The Volunteering Policy will be forwarded to all for reading and signature.

## 12. Gift Aid

ROR reported that Carin Herrick has taken over the preparation of the HMRC Gift Aid return. Carin has the 2017 forms and is awaiting the HMRC login.

### 12.1. Any Other Business

14.1 The changes in hard hats rules that were due to come in had now been delayed. It was suggested that we adopt the system used in other disciplines where hats are tagged annually and must be presented to the show secretary for checking. It was agreed that we should adopt this approach.

Action: LC to update the Breed Show rules, SL to amend Hard Hat Policy.

14.3 LC / NA raised the issues on Face Book concerning the Championship, Futurity and Best British Bred Horse. There was confusion from members regarding the updated rules. This was taken on board and amendments to the rules would be made.

Action: LC & LA to update

14.4 LC briefed Council on the selection of the Breed Show Secretary and Manager. It was confirmed that; Mick Carder will be Show Manager and Show Secretaries will be xxxx and Monica Widh.

Following discussion Council approved the selection.

14.4 AB suggested that AQHAUK may like to showcase at Equifest an annual event for the equine industry. AB has written to the organiser to see if they would be interested in AQHAUK attending. AB will report back to the next meeting.

14.5 LC informed the meeting that an AQHA Educational Market place grant of \$2000 has been approved. This is the new method of seeking funding for the previous Horsemanship Camps or other educational fora. This will not cover the overheads of running the camp. LC has discuss the possibility of three countries, UK, Eire & Netherland sharing in future. LC raised the professional horsemen offered by AQHA and their background in colt staling and breaks theory as not being suitable for the UK audience to which Council agreed. LC had sourced alternatives in Europe that would also be more costs effective. These will be confirmed following future discussion and confirmation of date availability,

Council discussed the location of the 2018 Camp. Scotland , Wales and Bodiam were contenders although the venues were potentially and issue. It was suggested the it be held again in the South West and move to a new location next year due to the limited funds available this year.

14.6 FN reported that she had met with Becky Rutter to discuss Safeguarding . The meeting explored the options for working closer together with British Reining to assure future transferability. Further, the the option to offer the Coaching Certificate was also explored.

14.7 LC raising the process for tie breaks as this had occurred in 2017 and was cause for confusion. It was agreed that placings placings would be used in tie breaks.

Action: LC to write up and ROR to put on website

Date & time of next meeting: Wednesday 23 May 2018, Bodiam International Arena - 1pm

Approved:

Frances Neil, AQHAUK Chair

Signature\_\_\_\_\_

Ruth O'Reilly, Administration Director

Signature \_\_\_\_\_