

**Icelandic Horse Society of Great Britain**  
**Minutes of Board Meeting**



**Date:** 20/09/2015 Face to Face Trustee Meeting; venue Freija's/Cheddar, Somerset

**Attendees:** Jem Adams, Mike Adams, H Ashford, Kristina Christof, Debbie Ede, Freija Glansdorp,

**Apologies:** Tim Hutchinson

Freija took the Chair in Tim's absence

Notes and Actions	
<b>1</b>	<p><b>Minutes</b> of the 25<sup>th</sup> August were approved. It was confirmed that James had resigned as at that date.</p> <p><b>Actions &amp; Matters Arising from the Minutes:</b>                      All actions were in hand/completed. Reports will be brought to the next meeting.</p>
<b>2</b>	<p><b>Documentation review</b></p> <p><b>Articles</b> – stet. no changes. Stet registered address at Midfield until the AGM and then review with TH and the new Chair.                      FG to delete old rules from website. Done</p> <p><b>ToR's</b></p> <ul style="list-style-type: none"> <li>• Some changes already received, thank you – these and below to be collated by DE.</li> <li>• MA queried our position w.r.t. liability and risk especially personal liability as a competitor – the meeting was sure that documentation somewhere said competitors must have 3<sup>rd</sup> party liability to participate in any IHSGB event – where is this documented? Must be both within the rules and in the conditions of entry for a show – query then how do we prove/check?</li> <li>• KC has reviewed and is happy to leave Education &amp; Welfare as is but move Area Focal Points (now Area Reps) role to Comms.</li> <li>• Changes received from Mike re Sport Leader and Team, Jem for Comms and Freija for Stud and Breeding.</li> <li>• Re changes for stud director ToR's – Risk management should not rest with FG but who should take this portfolio in future? And the insurance role used to lie within the Breeding portfolio but where is the expertise in any new Board? Rest both with the Chair/new Chair pro-tem who can then delegate....</li> <li>• MA and sport to review the insurance needs of the Society w.r.t. the BCs and shows before July 2016 when renewal premium due</li> <li>• Delete references to shop and shop manager – obsolete stock being slowly written off, shop not currently a viable option although BCs/WCs can always choose to sell promotional activity as part of their remit/budget. And 30<sup>th</sup> Anniversary – see later.</li> <li>• Query over where judge training should lie – within sport or part of W&amp;E? Not that it is really viable to gain a qualification within the UK at present due to lack of horses/opportunities. MA said happy to keep within sport portfolio and keep a watching brief to identify likely candidates and provide support as necessary but with the opportunity to work alongside W&amp;E as a dual role as necessary.</li> <li>• Discussions about how to ensure members are heard / listened to and local areas promoted...a members' champion? To c/f to future meeting.</li> <li>• Secretary – move Events to Comms. Add in Minutes Secretary</li> <li>• Membership – amend to reflect management of WF goes to Studbook portfolio. Administer benefits stet – NEW; Meeting agreed to issue 2 decals to families.</li> <li>• Newsletter &amp; Website Managers changes as sent in by Jem</li> </ul> <p>Re <b>ToRs for Teams</b> (note Teams = Sub-Committees = Groups = same thing! Teams is new</p>



	<p>terminology!). ToR's required for Sports, Youth and Breeding (not felt to be currently required for Comms and Education) – need to come up with phraseology that sets out clearly when a team has the power to make its own decisions and proceed and when issues are to be brought back to the Board for discussion and determination of the way forward, whether it be consultation with the membership, consensus Trustee decision etc. DE to draft – <i>attached to these Minutes for comment.</i></p> <p><b>Safeguarding Children</b> – to be updated asap when someone in post  <b>Volunteer Policy</b> – done by Jem – now to be published on the website.  <b>Advertising Policy</b> – done by Jem – to be circulated with these Minutes for comment and email ratification (or not...)  <b>Supplementary Rules for Prudent Management of Funds;</b> Lead DE and incorporate into the Governance document  <b>Governance/H&amp;S – ALL to review,</b> feedback suggestions to DE and bring collated revision to next meeting. Lead DE</p> <p>Agreed it would be useful for the Breeding, Youth and Sports teams to set out what rules are <u>current</u> within their area and their due date of review. Note our Articles set out what powers we have as an organisation so teams need to assess what rules are required for them to carry out their day to day business. <b>Action MA, FG and youth</b></p> <p>Ellen Brimble joined the meeting for lunch (with homemade apple cake! Thank you) and briefly explored her understanding of the role of the breeding leader. It is hoped she might stand for election at the AGM.</p>
<p><b>3</b></p>	<p>The <b>Final Accounts for 2014/15</b> were received from Bevan &amp; Buckland (our Independent Examiners) and <b>approved in principle and adopted by the Trustees.</b> 2 Annual Reports are still required – o/s from JF and KC. A few figures had been allocated to the wrong cost centre. The revisions will be incorporated and the accounts sent round for signature.</p> <p>Re our reserves policies an amendment is required to the Reserves policy to bring it in line with the newer Development Fund Policy. The development fund capital is protected (as per the development fund operating policy which was approved after our initial Reserves policy); given this, if I&amp;E surplus's are mandatorily vired to the development fund every year there will be no I&amp;E flexibility year on year and no way to easily protect cash flow. Therefore the intention behind the change in wording is to allow the Trustees some discretion in investing any I&amp;E surplus in the development fund at year end. DE to redraft for comment. The new version, once agreed, will need to be included in the Final Accounts.</p> <p>Further declarations re money laundering are required for CAF; DE will review and circulate forms for signature etc as necessary.</p> <p>NB; note MA's over-payment re FEIF conference in 2014-15 is to contra Kristina's debt for the coference – action DE</p> <p>The Education &amp; Welfare annual report was agreed and now reads:</p> <p><i>...."The IHSGB remains committed to developing an education matrix compatible with the systems devised both by FEIF and the BHS. However this is proving both difficult and time consuming as the BHS do not recognise the existing programmes and steps within FEIF. Our aim is to be able to both</i></p>



	<p><i>train and accredit as well as insure trainers within Great Britain. We also have to be realistic in that the commercial market in the UK is small and, therefore, potential trainers are reluctant to commit both time and money. We wish to focus our intentions on programmes tailored specifically for the Icelandic horse but will continue to try and tap into, and align with, the BHS systems as much as possible, accepting this will only happen incrementally as we gather momentum.</i></p> <p><i>On the welfare side I have been contacted twice by the RSPCA. However neither instance was found to involve Icelandics, one was a Dartmoor and another was a Shetland type pony but advice and help was provided..." K Christof September 2015</i></p>
<p><b>4</b></p>	<p><b>Budget</b></p> <p>DE to set out a draft updated 3 year rolling budget and send out for comment; to finalise before the AGM and table at the AGM</p> <p>Significant Events that need to be budgeted for;</p> <ul style="list-style-type: none"> <li>• 30<sup>th</sup> Anniversary 2015/16 financial year and Year Book? What, how, when.....Regional centred events – celebratory weekends – £2k suggested – see if affordable, special edition T-shirts (for sale), video package – need Champion and organising committee. All agreed a great idea and identified September as the possible target month. Jem to lead/co-ordinate with Gundula.</li> <li>• FG alerted the meeting to a backlog of invoices, probably due, on passports issued in 2012. She was working with the Icelandic company to agree and reconcile the money due, estimate £800. Any payment must be in full and final settlement.....</li> <li>• BC's say £150 surplus</li> <li>• Young Horse Assessment – financial help would be appreciated but query how this benefits the general membership – the reasons/rationale need to be marketed to the membership....how link into education/courses to make the vent itself attractive and accessible to the membership? For the future.</li> <li>• AGM's – assume zero venue costs 2015/16, review outcome to inform future arrangements. Note; a Tolt in Harmony is planned on the Sunday, judged by Fi Pugh. Some accommodation provided.</li> <li>• Subsume regional and ambassador budgets into 30<sup>th</sup> anniversary.</li> <li>• (Aide memoire; Sports team to investigate support groups and sponsorship for future WC teams. )</li> </ul>
<p><b>5</b></p>	<p><b>AGM</b></p> <p>Calling notices etc – need to go out 21 clear days before our AGM on 14<sup>th</sup> November. So cut off date is 24<sup>th</sup> October. Aim to publish (mailing by Mo please if she can) say by 10<sup>th</sup> October. Jem is liaising with Mo as to a convenient date.</p> <p>The documentation was discussed and welcomed the suggestion to include a Tolt in Harmony event at the AGM. Timings were confirmed.</p> <p>Agreed to invite nominations for the currently vacant post of Leisure Riding Trustee, as per our ToR's.</p> <p>DE to finalise drafts of AGM notices and circulate for comment.</p> <p>Agreed to again include an abridged version of the accounts in the mailing</p> <p>Agreed the need to alert the membership to nominations received; Invitation to include a sentence to the effect that <i>"Nominations received will be published on the website a week before the AGM. If you don't have access to the internet please contact Jem Adams, our Communications Trustee on</i></p>

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	<p>00 44 (0)1258 473 962” Agreed need to highlight importance of proxy votes.</p>
6	<p><b>AONB</b> – DE to update Companies House re Freija’s address and Jems given their recent moves and to removes James from the Directors.</p>
7	<p><b>DONM - AGM 14<sup>th</sup> November</b> <b>Next Trustee meeting Tuesday 8<sup>th</sup> December 20.00hrs</b> – SKYPE 1<sup>st</sup> choice – but after 10 minutes default to POW WOW if SKYPE not working. FG to initiate all calls. DE to call a meeting before AGM if necessary.</p>

**Distribution List:** Trustees, Management Team