

Date: 26/04/2015 Face to Face Trustee Meeting; venue Freija's/Charterhouse, Somerset

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

Apologies: Kristina Christof, James Faulkner, Tim Hutchinson

Notes and Actions

1 Minutes of the 10/03/15 were approved

Actions & Matters Arising from the Minutes:

All actions in hand/completed bar:

- Advertising revenue under review, all existing ads on the website are members, JA to check with Mo with Sleipnir advertising and any invoices due. JA
- CAF arrangements and mandate confirmed; now need to raise the 2 investment cheques.

 DE
- KC to liaise with JA to take forward Survey Monkey 3 months has been paid pending information from KC – JA to cxd. Survey Monkey subs pro-tem. KC/JA
- Website phone number o/s. TH
- FEIF rules c/f all to review and feedback re the General Rules is there a deadline? All
- The costs charged to us for issued passport has gone up from £19 to £33 with the company bringing our tariff in line with other countries. Therefore the IHSGB need to put up prices to recoup this tariff, £26 will go up to £35 and £26 to £37 for the two bands affected; proposed by FG and seconded by MA this was approved. Price review across all passport bands scheduled for the AGM; FG will bring recommendation for new pricing structure to later meeting. Discussion as to whether we should remain a PIO at present with relatively small numbers of foals born and transfers and with Freija's time and expertise ok, but keep this under review as there is a lot more work involved now with the requirements of DEFRA etc. FG
- Re forwarding of mail without new stamps; FG has discussed with Royal Mail and it is no longer 'accepted' practice so for passports please can we make sure new stamps are applied. FG will print off some labels and stamps for Tim to use to forward passports as the hassle of losing passports outweigh the minimal extra cost.

2 Trustee Goals and Priorities – rolling goals 2015 to....

MA:

- 1. Successful BC's worries about geography Gundula's is working hard to get local support.
- 2. Developing the non-hard-line FIPO; What we class as beginner and intermediate although terminology is changing to make more explanatory and to make the classes more inclusive
- 3. Organise WCs, once team is known then Team Leader will be appointed, closer ties being made with Maaike Burggrafer who is helping coach at all levels
- 4. Once that done, in the autumn, more emphasis on online events tolt, tolt in harmony and dressage on line for example as winter activities. Le TREC and Endurance disciplines still on the fringe and work needs to be done to try and mainstream these areas too within the Society any form of measured riding, caught, recognised and encouraged within the Sport umbrella.
- 5. Next year, as non WC, then more celebratory focus on the Icelandic horse bring together a 'load of stuff', venue probably in the South.



JA:

- 1. Spoke to KC, JA/KC given the task of getting the Area Reps more involved website articles about events etc. Separate page on the site with photos, profiles and stories. HA to send out new membership list to reps to JA. Still need to get area reps more involved how? Suggested an area reps briefing say 3x a year, on Skype. To physically get them together, eg: Midfield, whilst a great idea, but does not get taken up.
- 2. Nadine is part of the comms team; 2 ideas being worked up
 - a. Tolt on ice show at Canary Wharf ice-rink early investigations, insurance etc. needs to be investigated.
 - b. New Years' Day horse parade many different breeds
- 3. Catherine Holland cannot attend Kinver Fair, Mic/Jan can't, Nick can't so still looking at who could go but with BC clash a problem
- 4. Catherine Holland also suggesting a Twitter presence
- 5. Suggested we do a press release re the new GB rankings look into
- 6. Radio 2 do a feature about little known sports JA suggests MA research

FG:

- 1. Short term guide the IHSGB thro' the tightening of the DEFRA rules and new passport laws
- 2. Re breeding organise another GK again in late September with a breeding related theme, aiming to have a GK every year, some sort of breeding focus each year so it becomes the norm rather than a costly one off event.
- 3. Trying to succession plan for the Breeding leader as the workload for the studbook work ratchets up and the 2 roles may be separated again to accommodate the workload.
- Goals and priorities requested from Tim, James and Kristina before the next meeting.
 TH, JF, KC
- James is known to be getting the youth interested in the Youth Cup (note deadline looming for completion of entries etc.)— have the D&Bs checks been done yet as James must have these in place to accompany the team? JF, TH

Documentation review; <u>all actions to be done for discussion at next meeting</u>. <u>All to check registered address is updated on your documents</u>

Agenda item 1 Articles – confirmed that the current version is on website and has now been sent to Companies House. o/s proposal from TH about liquidification of funds but suggest the existing reserves policy might suffice.

We do need clarity about what decisions are made where, when there is need for a sub-committee to go to the Board and when the Board should go to the membership. In our ToR review this needs to be made more explicit. Lead; DE

Agenda item 2 Rules for IHSGB national Sport and Breeding Shows – these are near obsolete documents partly subsumed with the Governance Policy. Action FG/MA to review Governance Policy to ensure includes all necessary provisions and these two supplementary rules scrapped. **Rules for the Selection of National teams** need to incorporate those for breeding too, the Sports element is now agenda item 4 **National Sport Team Selection Rules**. Leads: MA & FG

- 5. Studbook Rules; Lead FG
- 6. Supplementary Rules for Prudent Management of Funds; Lead DE
- **7. Governance/H&S** all to review, feedback suggestions to DE and bring collated revision to next meeting. Change registered address pro-tem. Lead DE
- 8. Safeguarding Children; Lead James Faulkner to review



Need to add policies for;

Advertising & Marketing JA Volunteers JA Reserves & Investments DE

Publication of all revisions/addition to the website FG

9. TOR IHSGB. ALL to review the roles as to current fit and send changes to DE to collate. **By 31**st **May 2015 for discussion at June's F2F.** Discussion about where the studbook role should sit — Board or reporting to Breeding Leader? Accepting there are arguments both ways, the statutory importance and complexity of the studbook are such that all at the meeting unanimously believed the Studbook leader should continue to be a Board appointment, especially given the current expertise and personnel involved. DEFRA and recent audits have also reinforced the benefits of having a lead with direct input into the Board. The meeting recommended that the Role and make-up of Trustees is kept under continuous review to maximise the benefit to the Society of skills and expertise available at any time.

Whilst not taking a vote, in consideration of the 3 absent Trustees, the meeting strongly recommended that the Studbook Director remains a Trustee of the Board.

Ideas as to the future make-up of the Board, Trustee roles etc should be included in the review; eg: the idea that there should be a Area Rep Trustee – a lead role bringing an active voice of the Reps to the Board – is this the Trustee role of the recreational riding co-ordinator with the measured elements of riding all falling to Sport? **ALL** to suggest revisions to both their portfolios and others.

10,11,12 TOR for sub-committees. ALL to review/write their respective areas having due regard to the requirements of the Articles, Governance, ToR IHSGB by **end of June 2015**. (This will allow the provisions of new ToR for the IHSGB, finalised in June 2015, to be incorporated.) The team ToRs should include a more explicit decision structure as to what decisions a sub-committee can make and how and what should be referred to the Board and/or Membership.

4 Updates;

Sport – BCs occupying much of the agenda; not a World Ranking event this year (too expensive, so only 3 judges rather than 5.). Looking for Event Sponsorship.

Breeding – please refer to briefing note circulated 12th April. Since then DEFRA have announced some progress for the Equine Database but the deadline of July 2016 looks dubious. FG reported on her on-going work with Trading Standards, ensuring all DEFRA & Trading Standards requirements are met w.r.t passport issues (including movements, births, deaths, transfers etc); this involves some duplication of workload due to the complexities of IHSGB presence across the Country and a requirement to contact your local (Devon & Somerset) officers first. FG is working with colleagues within Trading Standards to try and minimise any rework and to clarify whether retrospective notifications are required (if submissions are late, but done, then people should not be penalised).

Now only one open case, backlog cleared – so a lot of work but hopefully now easier to run the day to day work and comply with current laws. New laws come in later this year which will involve another tranche of familiarisation, updating etc.

Looking for a Breeding Leader to organise the shows and liaise with FEIF.

FG gave sincere thanks to ALL the Breeding Team for their support which was reciprocated by the Board.



Comms - Google FB map re members has been put on hold as there is a query on data protection and accessibility by members only or all..... given people have opted in to allowing this data to be published it is probably OK with no contactable information (but names AND post codes are being published). **JA** to continue to research re. permissions etc. The meeting felt that maybe it should only be available to members, or just be dots/post codes showing the locations of all Icelandic horses within the UK, members and non-members with more emphasis on then contacting the Area Rep to find out more/join.

Possible concerns about the growing use of FB by the Icelandic community – will this have a detrimental effect on membership in future? Are Sleipnir and member benefits significant incentives to join?

JA to ask for invoices for the Newsletter from Mo. Next copy deadline 20th May. New Sports Resources page on website. Structure of the Sports Section needs review. FG/JA Should the new GB annual rankings only be for Members? The meeting voted unanimousy YES. The ranking will therefore be adjusted. It is a member benefit. JA

Membership report appended below Appendix B:

Finance - headline figures are attached at Appendix A. FEIF conference fees o/due – reminder TH/KC/MA to agree methodology of recharge. Paypal account not being used that much yet. Discussions took place on how we could give back clear benefits to the members given we are now in a position to start building the Society's reserves – a personal training bursary – ie: identify £x 000's, divide by the membership as a personal account to be used over x years for learning activities with their horse? Also investigate bringing back a reduced rate for students and OAPs. **Discuss at next meeting.**

Updates required from Youth, Chair and Education please. JF,TH,KC

5 AONB

- 1. Re welcome letter should it include an acknowledgement of our presence on Facebook Yes. **Action: HA**
- 2. **FG**; next month, membership plus members transfers fee is less than a non member paying their respective tariff consider this when reviewing tariffs, membership subs/fee structure etc.

Skype Tuesday May 12th 20.00 hrs (Note time change)

<u>Distribution List:</u> Trustees, Management Team



Appendix A

		ITURE REPORT			-			_		-		
MONTH	9.00											
WORKING PAPERS A	AS AT	24/04/2015										
					INCOME £					EXPENDITURI	Ε£	
				IN YEAR			=>/=		IN YEAR			=>/=
			OPENING	BUDGET	FINAL FYE	ACTUAL TO DATE	FYE	OPENING	BUDGET	FINAL FYE BUDGET	ACTUAL TO DATE	FYE OUTTURN
			FYE BUDGET	CHANGES	BUDGET		OUTTURN	FYE BUDGET	CHANGES			
Breeding	Freija	show			-	1,724	1,724	500		500	2,224	2,224
Breeding	Freija	donations			-		. == .	<u> </u>		-		
			-	-	-	1,724	1,724	500	-	500	2,224	2,224
Studbook												
Studbook	Freija	misc	2,250		2,250	1,238	2,250	750		750	216	750
			2,250	-	2,250	1,238	2,250	750	-	750	216	750
IHSGB Development	- .	for income see under	475		475			450		450		
Fund	Tim	fundrasing	175		175			150		150	-	
_			175	-	175	-		150	-	150	-	-
Sport	Mike				-	-		/		-	1	
Sport	Mike	BC 2014			-	-		128		128	-	128
			-	-	-	-	-	128	-	128	-	128
Youth	Jan	Youth Cup			-					-		
Youth	Jan	Youth General Spend			-			200		200	22	200
		CAF interest & growth ringfenced								ſ l		
Youth	Jan	for youth expenditure, income under fundraising						175		175		175
routii	3411	-	-		_			375		375	22	375
Membership			7,105	_	7,105	7,331	7,400	3/3		3/3	ZZ	3/3
		subscriptions FEIF fees	7,105		7,105	7,331	7,400	725		725	305	725
Membership		FEIF Conf	750		750	· .	326	1,500		1,500	1,140	1,140
Membership			/50		750	-	326				1,140	1,140
Membership		Regional Activities			-	-		250		250		
Membership		Trec Ambassador						50		50		
Membership		ERG Ambassador						50		50		
Membership		Insurance			-			1,000		1,000	-	
Governance		Trustee expenses/Gov	ernance/AGM		-			1,200		1,200	349	1,200
Governance		AGM & Governance			-	- 1		650		650	117	650
Management		Admin & Stationery/Website incl Management Team expenses & travel.			-	1,200	1,200	1,000		1,000	1,779	2,000
Management		Depreciation			-	-	,	30		30	-	40
			7,855	-	7,855	8,531	8,926	6,455		6,455	3,690	5,755
Fundraising	youth		175		175	129	150			-,	-,	-,
Fundraising	IHSGB Dev Fund	interest/investment	5			127	130					
Fundraising	made ser rand	gift aid }	1,000		1,000					-		
Fundraising		donations }	100		100	1	1			· .		
Fundraising	youth	CAF growth	200		200	· '				· .		
Fundraising	IHSGB Dev Fund	-	200		- 200							
Fundraising	mode pev rund	Perf Awards/Misc			-	· .						
		shop (incl calendars)										
Fundraising		snop (incl calendars)	1,475		1 175	130	451	<u> </u>		-	-	
		N 1 1 1 1		-	1,475	_	151		-		-	-
Communication	Jem	Newsletter ad	75		75	-	-			-		
Communication	Jem	Set up website					-				97	100
Communication	Jem	Newsletter costs			-	-		3,000		3,000	1,779	2,500
Communication	Jem	Publicity and promo			-	-	-	150		150		150
GRAND TOTAL			75 11,830	-	75 11,830	11,622	13,051	3,150 11,508	-	3,150 11,508	1,876 8,028	2,750 11,982



Appendix B

MEMBERSHIP REPORT

MONTH ending: 31st March (month 8 financial year 2014-15)

Membership	Numbers	(subs paid up and in date)
Adult Single	152 plus	3 Honorary
Family Memberships	41	

Membership Income this year

£ 7413

February, March & April to date we have had 4 new single memberships

Samantha Hayward, 43 Pinewood Avenue, Bolton-Le-Sands, Lancashire LA5 8AR 07976 584156					
0911samhay@gmail.com					
Mo Hall, Oakfield Farm, Horton Way, Verwood, Dorset BH31 6JJ 01202 822882					
mohalluk@yahoo.co.uk					
Catriona Willoughby, 16 Dalhousie Terrace, Edinburgh EH10 5NE 0790 2089341					
cat.willoughby@btinternet.com					
Rejoined					
Tina Jamieson, 59 Church St. Didcot, Oxon OX11 8DG 01235 202638/07803 147332					
tinacjamieson@gmail.com					

Investigations are underway with the unnamed SO's that have come into the 'old' account for the last 2 years, we thought we'd sorted one, as a member contacted me, but one member who I had as not paying has sent evidence that it's come out of her account.

I'll be sending round the Area reps their updated lists in the next few days.

Any information that any of you would like at any time do please ask, I'll try to oblige.

Prepared By: ##

Wednesday, 29 April 2015