

Icelandic Horse Society of Great Britain

Minutes of Board Meeting



Date:	26/03/2018	Venue:	Whypay
Attendees:	Jem Adams, Mike Adams, H Ashford, Kirsty Carson, Debbie Ede (these notes), Dave Savage (Chair), Karen Smith		
Apologies:	Ellen Brimble, Freija Glansdorp, Nicola Guenigault		
	Notes and Actions	Owner	Status
1.	<p>Minutes of previous meeting – n/a</p> <p>This meeting was called at short notice in response to a few anomalies/issues with the latest edition of Sleipnir, the official magazine of the IHSGB.</p>		
2.	<p>Sleipnir; the way forward.</p> <p>The IHSGB acknowledged receipt of an email from its' newsletter editor Mo Hall, DATED 18TH March. A holding reply had been made by the Chairman of same date.</p> <p>The meeting discussed the background to Mo's letter in full and talked through the sequence of events. A comprehensive reply was agreed and the resulting letter sent to Mo on Thursday 29th March. The letter was signed by the Chair on behalf of the Board of Trustees with the content agreed by all.</p> <p>Learning from this, the Trustees agreed that a more pro-active & hands on approach was required by the Board in the production and, distribution of Sleipnir. This was predominantly necessitated by the new data legislation due to be implemented on 25th May 2018. Organisations need to be seen to be taking responsibility for their data and revised arrangements were agreed whereby Trustees would maintain control of the membership list.</p> <p><i>Post meeting note; if GDPR had been in place when the last edition of Sleipnir was published we could have been accused of c. 20+ data breaches.</i></p> <p>The next edition of Sleipnir will include an apology to a member in this respect. A retraction has been written by the Society and we are awaiting the approval of the complainant that our apology is acceptable.</p> <p>Both during the meeting and subsequently via email correspondence a new Terms of Reference for the production and distribution of Sleipnir was drafted, revised and agreed (Dated 29th March), this was introduced with immediate effect and supersedes any previous agreements.</p> <p><i>Post meeting note; on Saturday 31st March the IHSGB reluctantly accepted the resignation of Mo Hall as its newsletter editor. A sincere thank you message together with a request for aspiring and inspiring new editors to step forward was published by the Society. Communication was by social media, the IHSGB's website and by direct email to its members.</i></p> <p><i>Update and post meeting note 4th April; following queries on @ issues the ToR were revised and re-published today</i></p>	<p>DS</p> <p>All</p>	
9.	DONM: 09/04/2018 19.30 and F2F 28th April 2018	All	



Distribution List: Trustees, Management Team & Area Reps

Appendix A

TERMS OF REFERENCE FOR THE PRODUCTION AND PUBLICATION OF

SLEIPNIR

The Official Publication of the Icelandic Horse Society of Great Britain Ltd.

<u>No.</u>	<u>Stage</u>	<u>Description</u>
<u>1.</u>	<u>Status</u>	<ul style="list-style-type: none"> • As the official publication of the IHSGB, the frequency and content of the magazine is under the control of the Board of Trustees of the IHSGB Ltd. • Sleipnir is an exclusive benefit for members.
<u>2</u>	<u>Timetables</u>	<ul style="list-style-type: none"> • The number of editions per annum will be set by the Trustees. • Trustees will agree with the Newsletter Editor and for the calendar year (12 months 1st August – 31st July): <ul style="list-style-type: none"> ○ submission dates for receipt of copy ○ dates for the production of the final proof of the compiled edition ○ dates for publication.
<u>3</u>	<u>Process</u>	<ul style="list-style-type: none"> • The sourcing of articles, the collation, compilation and graphic design (layout and style) of the magazine is the responsibility of the Newsletter Editor. • The final approval of content, the proof reading, the printing (including finding a printer/the print run itself) and distribution is the responsibility, and will be undertaken by, the Board of Trustees assisted by the Membership Secretary. <ul style="list-style-type: none"> ○ Trustees take responsibility for the holding and use of members' data re. GDPR • Two Trustees will proof read each edition. The Newsletter Editor will be asked to make timely amendments if required. • Deadlines will be respected and adhered to by all parties.
<u>4</u>	<u>Content</u>	<ul style="list-style-type: none"> • Articles for publication must only be received from current members of the Society. • Members may submit, for publication, articles written by a 3rd party ie: re-prints, specialist topics etc. These must be relevant to IHSGB members and the IHSGB must be given permission by the copyright holder to publish the article. • Members may suggest non-member advertisers/businesses



contribute to the magazine. The inclusion of adverts will be at the discretion of the Communications Trustee who will also be responsible for the collection of any advertising income.

- Original articles submitted for publication in Sleipnir and other official IHSGB media may not be reproduced elsewhere without the permission of the author.
- Articles submitted by Trustees or Officers of the Society, acting in their 'official' role cannot be edited or amended without explicit permission of the author.
 - Such articles may well reflect Society policies and as such cannot be amended without agreement.
- The Newsletter Editor has editorial rights over articles submitted by the general membership
- All articles, once submitted to the Newsletter Editor, are embargoed for pre-release before the agreed publication date.
- Publication will only be through the official channels of the IHSGB and under the control of the Board of Trustees.

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Undertakings

The Trustees, the Secretary/Treasurer and the Membership Secretary all commit to making contributions to each and every edition of Sleipnir. These may be in the form of joint articles or copy submitted by a team led by the named Trustee but each 'portfolio' will be represented in each edition.

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Planning ahead

- Trustees will, in discussion with the Newsletter Editor, work to develop a program of content for the Society's year w.r.t. the official business/timetable of the IHSGB Ltd.
- The Board & Management Team, together with the Newsletter Editor, will ensure Sleipnir and its format (ie: hard copy, electronic etc.) and frequency remain fit for purpose and continue to engage the Membership by:
 - looking to improve print quality and distribution
 - looking for more advertising
 - welcoming increased contributions from other IHSGB areas and seeking more articles of a high standard from members and member sponsored specialist sources.
- In addition the Board will continue to develop international cooperation and exchange of ideas and articles with other FEIF



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GDPR review

countries.
These Terms of Reference represent the Society's 1st steps into ensuring compliance with GDPR. They become effective immediately. They will be kept under continuous review and amended as necessary to ensure continued compliance with the emerging legislation.

Author: Board of Trustees, IHSGB Ltd

Version: 4th April 2018

Effective Date: with immediate effect/date of publication

Review Date: July 2018