



Action Notes of Board Meeting

DATE: 20/01/2019 FACE TO FACE TRUSTEE MEETING; VENUE TWEENTOWN, CHEDDAR, 09.30HRS START	
Attendees: Jem Adams, Mike Adams, H Ashford, Ellen Brimble, (from 10.30hrs) Debbie Ede, Freija Glansdorp, Peter Heathcote, Philippa Pringle, Catherine Holland – <i>part meeting dial in</i> Apologies: Nicola Guenigault, Karen Smith	
Notes and Actions	
1	<p>Pete opened the meeting and thanked all for coming. Note; Philippa to be added back onto Trustee email list – Action: Jem</p> <p>APPROVAL OF THE MINUTES – any o/s will be taken to next telecon</p>
2	<p>FACEBOOK AND NEWSLETTER INITIATIVES</p> <p>CLOSED FACEBOOK TRIAL (<i>Catherine Holland joined the meeting at 10.10 hrs, dialling in via Zoom</i>)</p> <p>Pete briefed the meeting; “Submissions submitted by Nicola on management of this group with Catherine Holland and the trial date to commence 23rd January until 23rd April 2019 for evaluation.”</p> <p>Thoughts of meeting on 3/12th trial? Only open to members, wont be copy and pasteable to other chat areas (but screen shots are always possible). Can we get information there easily? Yes. If it is disseminated then members that have transgressed, inappropriately, can be removed from the group, if necessary with Admin having ‘teeth’. Alternatively, if all material is clearly badged as IHSGB then sharing can only be good. FB needs to be controlled – so need to do the best we can with social media but we must make sure non FB users are not disadvantaged or perceived to be disadvantaged – how can the closed FB content be got out to the widest audience? Benefits of a trial – learn as we go, feedback and review. Access control by personal member email only. Useful platform to increase awareness/educate re FEIF etc. Anything we can own more, and control, as a Society has to be good. A FB group should encourage engagement more (as the IHSGB page has to be self-limiting as it is official dissemination of material). Content control – too much aka spam or regular (daily?) posting to encourage chat and to bring up in peoples’ feeds? Meeting agreed the FB page needs to be the latter, appealing to a broad spectrum of interests and needs considerable effort to make the initiative succeed. Engagement needs to be personalised – so not just links/advertising and signposting but personal comments on the topics to encourage participation.</p> <p>With Mike and Freija as our non-FB demographic – Mike suggested ‘have a look at this link as I think this is relevant to us...’ so the person that initiates a link should start the discussion.....</p> <p>Agreed re. scope of trial – inclusive of all the membership.</p> <p>PH – content suggestion; Dr Ruth Morgan for example, special for the members, FEIF – rationale and benefits of the Society.</p> <p>JA – re Education and Australian feedback – they use their closed group for education, tack, welfare etc. But contra this against our USP and sensitivity v. existing groups, not to rival them but to major on things particularly pertinent to members with exclusive & relevant comment. Must be seen to add value and not be provocative.</p> <p>Also this group will have a known membership so a ‘safer’ environment for honest chat.</p> <p>How publicise? In e-bulletin, email etc. Personal invite. CH needs to finalise description/group rules etc with Nicola so all OK for go live date on 23rd January. Links between website, Sleipnir and trial</p>

This meeting: working action notes only, NOT minutes



Action Notes of Board Meeting

	<p>group....lead ins between the media a good idea MA proposed that might be possible to close down the Sports App if the closed FB group works...for future review? But FG counselled against this becoming mainstream communication. A question posed on closed FB group can be posted to information on the website. CH advised that we should answer questions posed then and there rather than asking for an email (contra this as an email trail prevents queries being lost...).</p> <p>All agreed the go-ahead on 23rd January. Query what is its' name? Formal review at 3/12ths, with group poll, do not set up the trial with a cut-off date as this can be self-defeating. Action PH to liaise with CH/NG re. name and to go live.</p> <p>PUBLISHING PLATFORM: CH requested dedicated software for MAC and supporting hardware at cost of c. £300. The Meeting agreed that CH purchase and then claim reimbursement from the IHSGB. MA said he might be able to find a sponsor for excess costs of equipment that is really fit for purpose. CH would liaise with her comms. connections to source the best deals and would touch base before ordering. MA would check at work too for any surplus appropriate equipment or source through their Dell supplier. EB also remarked she might have a surplus 27" screen.</p> <p>SIZE OF SLEIPNIR; CH posed that a website review/revision might enable a smaller Sleipnir publication as information will be easier to post/signpost. Also CH will revise submission guidelines – format/font/length etc. CH appreciated the collated Trustee report from Jem.</p> <p><i>Peter thanked CH for all her hard work on behalf of all the Trustees and Catherine left the meeting.</i></p>
<p>3</p>	<p>BRITISH EQUESTRIAN FEDERATION AND MEMBERSHIP THROUGH THE SHOWING COUNCIL</p> <p>PH briefed us: “Two options here, we may vote to Join which I believe would benefit the society or we can defer should there be any questions from the board. If we wish to submit an application this will need to be with the Chairman David Ingle on Monday 21st January 2019.”</p> <p>Meeting’s Opinion; What does it give us/how does it benefit the Society? BEF are the umbrella body for many equestrian bodies in the UK and receive government funding and also champion initiatives and feed into Government/P.Q.’s information about rider weights, doping, horse welfare etc.</p> <p>A £70 annual membership to the showing council (who are the affiliates of the BEF) gives us both a voice at the table (eg; Rider weights v. Icelandic Horses and ‘your pony’s lame v. gait training) and, potentially, access to grant funding. We remain as an Independent body in all respects.</p> <p>Meeting agreed unanimously and unequivocally to join.</p> <p>Action: PH and DE to complete membership form and liaise with BEF.</p>
<p>4</p>	<p>LOTTERY LAUNCH</p> <p>PH briefed the meeting: “I believe we should have a major launch of this the week Karen returns. FB, Web, Ebulletin”. A recap this is the Weather Lottery. Allowing members to buy a £1 weekly/part year ticket and 50% of the proceeds come back to the Society. There is the potential for entrants to win £25,000 for a £1 weekly stake. Nationwide. Requires an annual return by the Society to Eden District Council with whom we are now registered/licensed ie: we are legally allowed to run such an event. Briefing leaflet is appended to these notes. Signposted from our website and FB pages. In 2018/19 any proceeds meeting agreed would be directed to Education.</p> <p>Action: Karen, Jem to liaise with Weather Lottery to organise the leaflets to be ready for future events.</p>



Action Notes of Board Meeting

5	<p>JUDGE TRAINING</p> <p>PH briefed; “Confirmation of charges to participants. I believe we settle at £30 for phase 1 with invoices issued Monday to be paid on 4th February latest. If we have additional participants funds can be ring-fenced to support any requirements for Fi such as software licenses etc. “ Note; this £30 is in addition to the Registration Fee. The £19.99 registration is for set up costs, contingency etc.</p> <p>The meeting agreed £30 for 12 webinars based on 21 participants, non-refundable. Drop offs are probably likely given the time commitment and learning required. Also query re credibility and expectations; the participants cover the complete spectrum of expertise – it was thought the progressive & modular nature of the course will allow people to find their own levels. Some filtering via test/performance at module end may occur. (Preparatory talks held that there should be no initial entry test but there would be performance criteria throughout.) At present it is accessible to all irrespective of expertise or geography. As a Society initiative we can ensure that the final qualification is valid and meaningful. It may be that a follow up/parallel initiative would be to offer a similar education programme without the onus on becoming a judge.</p> <p>Phase 1 will not be invoiced, the onus is on participants to pay their £30 before starting the course.</p>
6	<p>PURCHASE OF 1 OR 2 TB STORAGE FACILITY</p> <p>PH briefed “I believe the society should purchase an external hard drive which is passed from Chairman to Chairman and acts as the archive for the society. I suggest a reasonable quality that can be password protected for security purposes.” NG had gone onto suggest a cloud based shared working/data storage area.</p> <p>What will go on it?</p> <ul style="list-style-type: none"> • Minutes/Annual Reports/Accounts • Studbook stands alone with regular backups but would download annually onto Society archive. • Will include personal information but justified as necessary business activity/archive some of which has to be kept in perpetuity (studbook requirements etc). <p>Onus on Trustees to ask for useful info etc. to be archived.</p> <p>PH/The Chair would act as holder of the archive and ensure secure storage</p> <p>Re. feedback to Nicola re her suggestion; pro tem put on hold – work to the assumption we have some ‘non-clever’ Trustees and to keep the situation simple for the moment.</p> <p>Action: PH to purchase and lead on archiving records</p>
7	<p>EDUCATION</p> <p>UPDATE EDUCATION INITIATIVE (ABBREVIATED TO EI); Jem advised that first course is booked with ten participants at Connegar. 4 others already in the pipeline. Note: IHSGB events, participant costs payable to the IHSGB. Note; need to follow H&S/Governance/Risk Assessments protocols – Action: to be updated by all and trialled to allow update. Confirmed that PH leads on risk management.</p> <p>Faye L. has invited a judge to run event – there is the possibility that this could come under the Education Initiative umbrella. All agreed that this could happen even though it was 2nd event at same location</p>



Action Notes of Board Meeting

especially if additional monies are coming in/expected through the weather lottery.

Logistics of Shetland causing problems – suggested Jem contacted Peter & Monika to help. Some areas have several different individuals wanting to get this off the ground.

Reminder that gross cost is £170, or £140 for members. Lunches are not included. Expense claim form has been done for organisers to use.

ALSO, RE EDUCATION DEVELOPMENT OF A TRAINER/COACH QUALIFICATION

Jem has been in touch with US, FEIF, Australia and NZ re their progress to date (as prompted by Gundula some years ago and picked up again at the 2018 AGM). NZ have given up as too niche to justify the effort involved. The Americans have just got their FEIF level 1 instructor programme OK'd after 5 years lead in – by tailoring the German system. Australians don't have anything at all. NZ happy to work with us. Americans are very closed about sharing their information. Note: it is up to the Society to establish route for trainers to meet FEIF standards – FEIF accredit a system and set the standards but do not have a programme for trainers. What BHS/UKCC qualifications would part qualify you and how then could the gaited element into the programme?

US have a badge based system; a badge 1 and 2 workbook – all Americans have to complete that to progress and then, in addition, have to demonstrate their experience with Icelandic horses, riding and training, before being eligible for FEIF level 1. The Americans referenced the 3 riding level books from Holar.

In summary a lot of time and effort needs to be invested to design a UK system and one that is credible and aspires to gold standard. The alternative is to bring in a trainer from Germany on a residential and train up UK participants. **Does the UK catchment warrant the effort involved? It is not only a huge undertaking to develop the system but for the resulting participants to commit to.**

Could we develop a badge system for rider training (which does not necessitate a FEIF qualified trainer to train and prepare candidates for the assessment – although one is required for the final examination) but piggy back on Germany and invite a foreign trainer to get our Coaches/Trainers accredited?

Mike suggested that at the end of the new EI courses, there could be the opportunity to take badges 1 and 2?

Action: PH to liaise with Silke (FEIF) to agree a meeting that he and Mike can attend during the conference. To brainstorm how the UK can progress a Training Programme that is fit for purpose in the UK but does not reinvent the wheel and uses the stepping stones already available in the UK eg: UKCC/BHS qualifications – how they map to/allow for exemptions against the FEIF standards.

Action: The meeting agreed that Jem: (with an agreed input requested from Kirsty)

- **progress a badge system for rider training**
 - **suggested we ask FEIF if can attend a level 1 exam to understand content/criteria**
- **liaise with FEIF as to what exemptions can be applied**



Action Notes of Board Meeting

	<ul style="list-style-type: none"> continue to investigate how best to get UK based Trainers (and ultimately Examiners) qualified
<p>8</p>	<p>BREEDING AND STUDBOOK UPDATE</p> <p>a) Defra is checking the information it holds on the business concerning how our breeding organisation continues to trade with animals with EU organisations as a ‘third-country breeding body’ after EU-Exit. There is a plethora of requirements/information and a deadline return of 1st February 2019. EB & FG are populating this form from DEFRA assisted by a document received from the Dutch which we can plagiarise as our template, thank you, and are on target to meet the deadline.</p> <p>b) FG has also completed the annual DEFRA return re:</p> <p style="text-align: center;">Farm Animal Genetic Resources Breed Inventory 2015-2017</p> <p>We would be very grateful if you would take part in this inventory to establish how breed populations are changing over time. This builds on the previous inventory carried out in 2015 and will provide evidence needed by industry, breed societies and policy makers to make decisions on how to safeguard UK livestock biodiversity and to help future-proof UK farming.</p> <p>c) Also the UK horse passport rules have changed (following phased implementation of the EU horse passport regulation from 1st January 2016) and these are now implemented in the UK with official guidelines received just before Christmas and some final questions answered last week. This means all our guidance on the website etc. can be updated. FG has updated studbook rules accordingly – tabled for information and approval. Of note the changes to the timescales for foal notifications. Ref; S.I. The Equine Identification (England) Regulations 2018. The meeting approved these changes to the rules unanimously and agreed their publication.</p> <p>d) o/s; confirmation of reciprocal P.I.O. in case of Society failure. Currently the Dartmoor Pony Society but this needs reaffirming by FG.</p> <p>Action: FG to progress all with EB leading on the Zootech trade response.</p> <p>EB reported that, frustratingly, there was currently no interest re breeding assessments and no uptake re young horse assessments. The IHSGB awards an assessment certificate but the assessment does not feed into WF so is of personal benefit to the breeder only providing information to improve/gauge their breeding programme. EB suggested that the website could include a young horse assessment page/summary/guide (optional of the owner to publish) which could help owners marketing their young stock. The meeting agreed the introduction of this.</p> <p>EB welcomed the suggestion of the addition of a Futurity class at the BCs. The Futurity is an evaluation of your horse and its’ future potential. Action: EB to develop</p>
<p>9</p>	<p>REVIEW OF MEMBERSHIP SUBSCRIPTIONS AND SLEIPNIR</p> <p>SLEIPNIR: The costs of the magazine were reviewed and debate over hard copy v. digital and member</p>



Action Notes of Board Meeting

	<p>benefits ensued. In short, it was agreed that, with some members seeing their hard copy of Sleipnir as their major member benefit, they should not be incurring any cost differential. “Many appreciate a hard copy tangible Sleipnir - for some it is all they get out of the Society, especially the older contingent - why should they pay more when others use other aspects of the Society more but get a digital discount? You could also argue that, if we are putting money/time/effort into developing our digital platform/estate then there is a premium for that, not a discount! Just saying..... “</p> <p>At present the meeting felt that there is no justification in raising subscriptions.</p> <p>The meeting reviewed the PUBLICATION DATES FOR SLEIPNIR; given that there is an annual cycle around (1) the formal reporting dates/governance requirements and (2) the BC's, there is little room for further flexibility.</p> <p>Re. feedback received from interested parties, it was suggested that any ad hoc meetings/discussions etc. between Society Trustees and 3rd parties should be minuted/noted to allow accurate feedback into the Board. Action: All</p>
<p>10</p>	<p>SAFEGUARDING AND YOUTH TRUSTEE</p> <p>With Kirsty stepping down we need to have someone to lead on the Safeguarding agenda and ensure compliance with policies. MA has approached a member who expresses interest in the Youth agenda for the future, MA and PH would liaise. Action: All would review the existing policy and look at how we can best ensure compliance with best practice as well as holding a DRB check to inform. It was agreed that Peter Heathcote would assume lead responsibility on behalf of the Board.</p> <p>Re. Trustee vacancy and the portfolio. It was agreed that Peter would assume lead responsibility for Youth pro tem.</p> <p><i>Post-meeting note: Philippa Pringle has agreed to lead on the Safeguarding Agenda for the Society, accountable to Peter Heathcote. A reminder that at all IHSGB events responsibility for delivering the Safeguarding Agenda is delegated to the Event Organiser.</i></p>
<p>11</p>	<p>LEISURE</p> <p>Nicola, with apologies for not being able to attend; had provided three documents for information and discussion: Role proposal, Website redevelopment, FB closed group trial (discussed above).</p> <p>WEBSITE REDEVELOPMENT:</p> <p>Background; The current platform, whilst only 3-4 years old, has grown organically and is not user friendly. However the platform is relatively recent and still fit for purpose. PH has asked, informally, a colleague to review our site. He has done a rough mock up/revision taking <1 hour at minimal cost. All agreed a rewrite was needed to improve navigation of the site and Action: PH would share Nicola's proposal with</p>



Action Notes of Board Meeting

	<p>his colleague to obtain a costing estimate to inform further discussion But care in that in house expertise will still be needed to allow us to manage/admin it in future.....</p> <p>ROLE:</p> <p>The role of the Leisure Trustee is thought key but what that role involves can be debated. It was thought important that Nicola was round the table to share her ideas. Maybe a conference call, chaired by Pete, should take place with Karen and Nicola to determine the priorities and the way forward. Action: PH.</p> <p>Mike reminded the meeting about the success of Leisure being rooted at local/regional level and how we need to look at how the work of the Area Reps can be integrated.</p> <p>There is a tranche of work outstanding re the review of the Area Reps/Role/appointments/performance/ how the centre can support the Regions – to take forward to next agenda informed by the discussions Peter has steered above. Action: take forward to next agenda</p>
<p>12</p>	<p>FEEDBACK ...</p> <p>...on Chairman from all persons present. Huge positivity: of note a reminder that all of us can be used to take the agenda forward, there is a lot of expertise (and history) around the Board, the Management Team and the members. Brilliant that the communication channels have been opened, new initiatives and ideas are forthcoming and the widest engagement is being sought. Some care not to spread ourselves too thinly and to determine our priorities rather than trying to cover all agendas and delivering on none. 'Steady as you go!'</p> <p>A review of the winter tolt demonstrates what a large % of our membership wants; 50 entries with 19 for lessons in January!! Many travelling considerable distances. This demonstrates the demand for dedicated gaited training and fun competition. Whilst we are trying to appeal to a wide rider base with the introduction of TREC and endurance leagues for example, if they do not take off then a one year review will determine their future.</p>
<p>13</p>	<p>SPORT</p> <ul style="list-style-type: none"> • Mike gave an update on the BC's and the run up and planning of it as an IHSGB event. Probably not a world ranking but a FEIF 3 judge competition – altho' the jury is out on this as some Sport Riders would welcome a WR event (necessitating 5 judges) given the potential difficulties for travelling abroad. The event will be a qualifier for the British team. • As at 15 January 10 adult riders want to be in the British team (8 places incl. Charlotte's mandated position by virtue of being a world champion). Plus 3 potential youth riders including 2 dual passport holders (we have the lowest thresholds for qualification so can be a target for qualification). Mike is meeting both of these. Our eligibility criteria stipulate a maximum of 2 non-resident riders unless the team cannot be filled by resident riders. Team selection will be evidence based and with a view as to how active any applicant is w.r.t. the IHSGB and its' promotion. Baddi has been appointed as team leader. • 2 vacancies exist on the Sport Group.
<p>14</p>	<p>GRANTS AND BUDGETARY SUPPORT</p> <p>A request for safety net funding had been received for locally organised events. However it was thought</p>



Action Notes of Board Meeting

	that with the existing EI and the separate grant funding available, our commitment as a Society to accessibility to training/shows is already considerable this year. Given this the meeting could not support this request and suggested liaison with Jem to explore using West Wales as a hub for the EI.
17	<p>CHAIRMAN ON TOUR</p> <p>Agreed in principle but with a more focused idea of how we see the Area Reps Role evolving in the Society (see earlier). Also need to set a budget and look at how any visit can add value/have add on benefits. To c/f</p>
18	<p>GROUP RIDE IN SLOVENIA</p> <p>PH reported that a social ride in Slovenia on Icelandic horses has been proposed. Costs of a group ride would be explored. Action: PH</p>
19	<p>FEIF 2020, REPRESENTATIVE</p> <p>Thoughts were invited on this but suggested c/f to next agenda until Peter has attended the 2019 event in February and assessed, himself, how the Society can best be represented and benefit.</p>
20	<p>MIDDLE EUROPEAN CHAMPIONSHIPS 2020</p> <p>Venue has been confirmed but no thoughts as yet re. attendance. The IHSGB have been promoting participation in this for last 7 years but distance, time and cost of travel have been the barriers to attending, the cost per horse estimated well in excess of £1,000. Also the qualifying marks are very high for wider British participation. There are other European competitions that may be a gentler introduction (Exloo for example).</p>
21	<p>AONB</p> <p>FINANCE SUMMARY</p> <p>DE had previously circulated year to date summaries of the IHSGB's financial position. In short; no surprises. We have £14,500 cash at bank and paypal - a £3k cheque will be drawn this weekend to pay into our Development Fund as previously agreed. Membership monies (our largest source of income) slightly down on full year budget (hoping for £8250, have received £7,850...but some Standing Orders come in late in the year and there will, hopefully, be new joiners before 31st July too so about right at this stage) We have budgeted to make £14,525 income and to spend £17,525 in 2018/19 resulting in a £3k deficit budget. We have received £10,203 income YTD (year to date). We have spent £5,537 YTD</p> <ul style="list-style-type: none"> • A £3k cheque was raised, payable to Fundrock Partners Ltd, being the top up previously agreed to the IHSGB development fund (CAF). • A new bank mandate was signed to update signatories on the account. <p>DE advised that she had recently filed:</p> <ul style="list-style-type: none"> • The Annual Confirmation Statement with Companies House (fee payable of £13, drawn from IHSGB paypal a/c) • The Annual Return with OSCR



Action Notes of Board Meeting

	<ul style="list-style-type: none"> • The Annual Return with the Charity Commission These being in addition to the annual reports and accounts previously filed for the 2017/18 financial year. <p>Actions: DE led</p> <ul style="list-style-type: none"> • To table, for future agenda; review of internal financial controls • A plea for all Trustees/others to submit any expenses claims promptly please • AGM venue tbc by end of March 2019 <p>Jem; proposed the reintroduction of personalised IHSGB wheel covers, local supplier with no minimum order. Agreed in principle. Query the re-introduction of IHSGB clothing regalia etc. Action: Jem to investigate.</p> <p>Late meeting note (3 Trustees): It was agreed that excess calendars (c. 8 unsold) be added to prizes for the Distance Awards.</p>
22	<p>DONM AND FORMAT</p> <p>All to investigate installing Zoom as a telecom platform. Agreed to reinstate monthly meetings, 1st Monday in the month. 20.00hrs. DONM : 4th March 2019 Future F2F: Saturdays preferred - frequency to be kept under review.</p>

Distribution List: Trustees, Management Team