



**Date:** 01/02/2015 Face to Face Trustee Meeting; venue Freija's/Charterhouse, Somerset

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

Notes and Actions	
<b>1</b>	<p><b>Minutes</b> of the 04/10/2014 were approved</p> <p><b>Actions &amp; Matters Arising from the Minutes:</b></p> <ul style="list-style-type: none"> <li>• The latest membership report had been circulated and the recent lapsed members list was reviewed. Freija reminded 'H' that she too had email address records so, where contact is difficult, it is worth cross checking with her. Membership numbers are static but the people aren't. When people buy an first Icelandic it was suggested that we help/assist with new membership ...how? But we do already, since if they join, the studbook fees are 50% - but it is the retention of these new members that is the problem. The increased use of colour in the magazine, more targeting of articles for those new to an Icelandic and more use of the website re. information/articles might help with this.</li> <li>• Advertising policy and revenues will be reviewed; <b>Action JA</b></li> <li>• Well done to Jem for implementing paypal</li> <li>• Investogate linking LVH's blog and the IHSGB website; <b>Action JA</b></li> <li>• Yahoo forum needs promoting/advertising more; <b>Action JA</b></li> <li>• Education matrix. Apologies from KC as this is outstanding but is now being prioritized. The calendar is also being carried forward for 2016, much of the preparatory work having been done.</li> <li>• 2 new Area reps are in post, thanks to Jem for their recruitment</li> <li>• Studbook issues; Freija reported in hand</li> <li>• £25 for sponsored youth cups/shield miniatures had been agreed – but should we stockpile? Leave to/direct responsibilities to the Youth Trustee once in post.</li> <li>• Sports Group has to provide a miniature for WC 5 gait youth/young rider competition</li> <li>• Agreed we need a list of what competitions classes we are committed to sponsorship to ensure organizational memory and correct budgeting.</li> </ul>
<b>2</b>	<p><b>Sport Proposal to change the Selection Rules</b></p> <p>Tim set out the context of the discussion and the need to ensure we meet all the must do's of both the Society and FEIF etc. We must not discriminate against any individual and must ensure fair play as well as reflecting feedback from the membership.</p> <p>Mike highlighted the background to the proposal and the work done behind the scenes by the Sports Group. Also he reported that, at Berlin, there had been an increase in enquiries from NR riders as to how to qualify for the WC Team. It is recognised that Sport riding in Britain is 'struggling' (as is the market for sport horses). Aims of the Sports Group were (1) to send a very clear message to aspiring sports riders in GB that there were opportunities to qualify (2) there is no automatic right of entry to the team for Non Residents (3) how do we use the opportunity of participation at the WCs for the good of the IHSGB. Rules</p>



	<p>applied in 2011 were in place for 2013. These rules had set the qualifying marks low relative to other countries to accommodate where UK riders actually are at the moment, accepting that spaces in the team would be likely in the first few years as there were not enough home grown riders. This being the case NR riders would be invited to fill the spaces. Hence the sports proposal was born and members have had a chance to comment on it.</p> <p>The sport group had considered the views and suggestions that members had put forward to them and, as a result, Mike tabled a modified proposal that 'opened the door' to NR riders but put a limit on the places available to them to ensure there were clear opportunities for aspiring UK based riders.</p> <p>This change reads: <b>Team Selection Objectives</b>  <i>The purpose of GB participating in the WC is to strengthen the IHSGB by more British riders being motivated to improve their sport riding and widen their influence in the British equestrian scene.</i>  <i>Team members will therefore be active* members of the Society and fully complying with the selection rules and requirements.</i>  <i>To maintain a balance and to keep open an adequate opportunity for UK based riders, the maximum number of non-resident riders in the team will be 2.</i>  <i>The total number of places in the team will be accordance with the current FIPO.</i></p> <p>Also under Team Selection Rules there was a proposal to add '<i>.....qualifying competitions</i>' rather than 'A qualifying competition....'</p> <p>The Trustees also agreed that the rules would benefit from regular review and there was a request to the Sports Group to revisit the rules, after August 2015, in an attempt to make the criteria more explicit and fit for the future. For example: where active is, in the future, actually defined as, say, having been an IHSGB member for x years.</p> <p>Jem also presented a historic analysis of performance over the last few years of the British team which showed what a credible performance our British riders have put in...so we must be doing something right! Now we wish to grow opportunities and participation. These figures are attached as Appendix A.</p> <p>After further detailed discussion and an affirmation that the revised and tabled proposal meant that all aims and objectives of the Society. FEIF etc were met and that the views of the membership had been listened to and acted on, the Trustees voted on the amended proposal and unanimously endorsed this change.</p>
3	<p><b>FEIF Conference and Delegates' Assembly</b></p> <p>Tim, Mike and Kristina are attending and representing the IHSGB. Re the proposals: all Trustees confirmed they have read through these. Freija copied corrections and suggestions re the breeding section to Tim for him to take to the delegates' assembly. These would be copied to Suzanne before- hand as they were typos rather than issues of principle – the IHSGB Breeding Team approved their proposals. Mike confirmed the IHSGB</p>




	<p>Sports Group accepted the Sports Proposals. Discussion took place as to how to label the various, and new classes for use in the UK – trying to explain them and the changes to competitors.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <b>TH to write to Suzanne</b></li> </ul>
4	<p><b>The E - version of the magazine</b></p> <p>The pros and cons of an e-version were discussed, technology having moved on since the original introduction of the forum (which was designed to allow members only online access). Mo is now putting old editions on a public platform (ISSUU.com) with links from our FB page. This is an added benefit for new members – to have access to older editions. New versions are sent out by email and/or via a password application to Jem Adams. Re the hard copy Mo has volunteered to print in house, at cost, and with considerable savings to the Society – all preferred a cardboard cover. Historically however the meeting noted that there had been discussions in the past about incremental costs and cost creep so we need an inclusive cost per print run to include all collations, additional inserts and mailing. With this caveat the meeting thanked Mo very much and accepted her offer.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• <b>Jem to liaise with Mo and accept her offer.</b></li> <li>• <b>Jem would also write to ESW Publishing thanking them for all their help in the past.</b></li> </ul> <p><b>Facebook</b></p> <p>The meeting also discussed the 2 IHSGB FB pages and who accessed what. All agreed that both sites should be open to all rather than restricted membership of the Group page and Jem agreed to monitor it and disseminate any relevant information to Trustees. Gundula had made a proposal as to how to improve current news slashes to the membership which Jem would research and take forward.</p> <ul style="list-style-type: none"> <li>• <b>Action: Jem</b></li> </ul> <p>The meeting thanked Kristina for the ‘horse’ cake and recommended she bake for every meeting! 😊</p>
5	<p><b>Youth Trustee</b></p> <p>Tim gave his apologies to the meeting for his earlier ‘poorly worded’ email that had raised a few concerns/eyebrows since it appeared he had, inadvertently, pre-determined an outcome before any debate and vote by the Trustees.</p> <p>However, moving on, there has now been a volunteer for the post of Youth Trustee. Re the need for DBS (was CRB) checks Tim &amp; ‘H’ have researched the need for this attempting to understand whether the Society carries out ‘regulated activity’ (defined as regular, frequent or overnight). We believe, therefore, without holding a youth camp (where we would have overnight activity) we are not required to do the DBS check but we do believe that the Youth Trustee and anyone else working with young members should attend a Safeguarding Children course (which needs to be renewed every 3 years) to ensure we are using best practice and creating as safe an environment as possible. There was also debate about the role of Youth Trustee v. a Youth Trainer and the need for</p>



	<p>a job description to ensure that any applicant has a clear understanding of their role on the Board and as Team Leader for a youth team. How any individual, wherever they are based, can promote and grow the youth contingent is challenging. The suggestion was made that we ask Gundula to draft us a job description so that any candidate's expectation of the role is the same as that of the Trustees.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• <b>MA to ask Gundula be asked to draft a job description/ToR for a youth Trustee asap and for these to be then copied out to James (and the Trustees) as a draft</b></li> <li>• <b>TH to thank James for his interest, welcomed by all the Trustees, and to explain that we are putting together a job description for his information and consideration. Having received this, if he is then happy with the proposed role please, could he confirm this to the Trustees. The Board would then vote on his co-option.</b></li> <li>• <b>TH would then initiate a DBS check on the candidate</b></li> <li>• <b>The candidate must agree to complete a Safeguarding Children Course within 2 months of appointment.</b></li> <li>• <b>The FB password page for youth is required too (MA to enquire of Kirsty) to enable handover in due course</b></li> </ul>
<p><b>6</b></p>	<p><b>ToR – updates and review</b></p> <p>The meeting recognised that the Terms of Reference, both for Trustees and their roles and those of the teams and sub-committees with delegated responsibilities need review and updating.</p> <ul style="list-style-type: none"> <li>• <b>Action: All for next meeting</b></li> </ul>
<p><b>7</b></p>	<p><b><u>CAF Mandate</u></b></p> <p>To satisfy the requirements of the Charities Aid Foundation:</p> <p>As previously discussed at meetings (and minuted via e-mail providing an electronic audit trail), the Trustees of the IHSGB record in the Minutes of today's F2F their unanimous agreement to mandate the Chairman Tim Hutchinson and the Treasurer, Mrs D Ede to act as authorised signatories of the IHSGB Ltd with the Charities Aid Foundation with immediate effect.</p> <p>Two signatories are required to authorise/initiate any transactions on the account.</p> <p>Furthermore, again as previously agreed, the IHSGB Ltd wish to make 2 further investments with the Charities Aid Foundation (based on both our reserves policy and the development fund paper adopted at the 2013 AGM.)</p> <p>The minute from our last F2F Board Meeting on 4th October 2014 reads "CAF fund progressing, again signatory changes and mandates are required...." However this Minute is not specific enough to advance this.</p> <p>The Trustees today unanimously re-affirmed that the IHSGB Ltd should invest, asap</p> <ol style="list-style-type: none"> <li>1. £2,500 in FP CAF UK Equity Fund and £5,000 in CAF UK Equitrack Fund and</li> <li>2. that Tim Hutchinson &amp; Mrs D J Ede are mandated to make these investments on behalf of the IHSGB.</li> </ol>



	<p>Specimen Signatures</p> <p>Tim Hutchinson .....</p> <p style="text-align: center;"></p> <p>(Mrs) Debbie Ede .....</p> <p>These minutes are signed as a true record on 1<sup>st</sup> February 2015 by the Chairman</p> <p>Tim Hutchinson .....</p>
<p><b>8</b></p>	<p><b>Selection of Days/Dates for Monthly Skype calls and next Face to Face meeting</b></p> <p>All agreed the need for definitive dates for Skype; stet as <u>2<sup>nd</sup> Tuesday</u> in the month. When Philippa is available great, when she is not available all would rotate the minute taking/action lists. <b>DONM Tuesday 10<sup>th</sup> March next SKYPE call 19.30</b>, then 14<sup>th</sup> April. Kristina will initiate the calls (as she has better broadband). If Tim is unavailable Freija would take the meeting.</p> <p>Re F2F, thought of as very beneficial, maybe increase to 3/annum; one now, one in the spring and another before the AGM. <b>April is pencilled in as 26<sup>th</sup> but all to check availability.</b></p> <p><b>Sept F2F Sunday 20<sup>th</sup> pencilled in – all to confirm availability.</b></p> <p>Again it would be nice to invite the Area Reps to one of the meetings. Tim would look at scheduling an open weekend (July?) to include dedicated time to look at their role and get them more involved in the Society. Also need to look at dates for the Members’ forum, proposed after the last AGM, arranged to ensure that members’ opinions etc can be fed into the AGM if relevant, although the latter would focus more on the governance must do’s. The Members’ forum would look more at how to increase appeal and access to the Icelandic world.</p> <p><b>Action: all Trustees to develop their thoughts/ideas/resources and feed back to Mike for him to take further.</b></p>
<p><b>9</b></p>	<p><b>AOB</b></p> <p><b>FG:</b></p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• <b>BI (re passports) will be sending invoice through in due course – please send to Freija if received.</b></li> <li>• <b>Change of address required on Data Protection register – action DE</b></li> <li>• <b>0800 number – can TH research?</b></li> </ul> <p><b>JA:</b> The Survey Monkey is free up to 100 responses, we have now exceeded this threshold so a subscription/fee is required. All agreed in principle for a subscription for a month. This would</p>



enable Kristina to commission a further survey about members and their horses

- **KC to send new questions to Jem for setting up**
- **JA to arrange subscription**

**MA:** Jem has compiled a GB ranking including all known competitive Icelandic activities...Sports Group will launch (and publish on the website) and there will be an opt out option for members that do not want this information to continue to be published. Some annual recognition/prize etc was also approved and rosettes would be sent for this inaugural review. All welcomed this initiative which would continue to be refined, with a minimum number of 2 scores required to be included in the rank in future. Thanks to Jem. **Action: JA and Sports Group**

**Action: DE to check Mem & Arts is correct version on the Companies House website.**

Re Gundula's recent proposals, TH confirmed he has responded to her and agreed support for rosettes.

**TH:**

Re the FEIF conference and leisure rep, this is actually a misnomer as it pertains to leisure riding in the countryside ie: Access issues. We have not got anyone on the Board that has this portfolio – the FEIF meetings are all held at the same time so one of our 3 reps cannot attend this. Could we have someone within the management structure to have this portfolio, maybe reporting to the Communication Trustee?

**Action: Please could all think about this role and how we influence/participate in this FEIF agenda and linking into the BHS access group.**

A request has been received for sponsorship for attending Team Training. There is an IHSGB youth budget (from monies earned on ring fenced investments) so monies exist. There is also a youth camp in the 2015/16 year. The Board are minded of the need for an equitable distribution of funds around all youth members. The future youth trustee would be tasked with looking at how funds should be distributed. An immediate holding response had been given to the applicant.

There being no AOB the meeting closed at 15.15hrs

**Distribution List:** Trustees, Management Team

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

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