



## **Icelandic Horse Society of Great Britain Ltd BoT Meeting + Treasurer**

### **MEETING Minutes 2nd April 2024 at 19.30 hours, Zoom online**

Present: Trustees & Management.

Jem Adams (JA), Martine Bye-Duke (MBD), Harriet Bye (HB), Debbie Ede(DE), Fi Pugh (FP), Kathryn Wogan (KW).

The Minutes were recorded then written up by MBD in the absence of Jane Marfleet.

#### **1. Apologies :**

Jane Marfleet (Minutes)

#### **2. Minutes of last meeting/s & Matters Arising**

***MBD went through: Action points from the last meeting to find out if they have been addressed?***

- ***All agreed edits and preparation of final minutes for sign off to be completed. Unfortunate delays with minuteing & editing caused this issue. March signed off, Planning meeting signed off, Feb signed off. DE questioned Dec minutes to check & Jan and will follow up.***
- ***The hiring of the extra area at Aston Le Walls. JA will talk to Andrew N, regarding this asap. JA -still Pending Aston Le Walls have not replied yet.***
- ***MBD to speak to Catherine Holland when appropriate to arrange a Welfare group meeting. MBD - Members of the welfare group being contacted. .***
- ***KW to check & 'firm up' webinar dates & pass to HB for the B.C.'s booklet. Dates to also go onto the website, as soon as we have confirmation from webinar speakers. KW - Kim & James are to get back to KW, KW will message both again.***
- ***JA to speak with EB regarding Insurance for Regional events, before the Regional coordinators meeting. On agenda***
- ***FP to put the agenda together for the forthcoming webinar. Done***
- ***FP to invoice World Championship Competitors with the final invoice to be paid, imminent. On Agenda & In Process***
- ***DE to investigate 'go fund me' resources. On Agenda***
- ***HB to liaise with Kirsty re: the sponsorship packages, as soon as possible. HB waiting for Kisty's feedback.***

- HB to check who has not done their DBS check and send an email reminder to complete. **HB - FP, Ian, Mic & MBD to complete.**
- HB to continue with the review of pricing etc. organisers advertising. **In Process**
- MBD also said that she would investigate having a stand at the Equine show next year. **Pending.**
- Prepare and send out a form for Summer Camp to interested parties. **MBD Forms being sent out now.**
- MBD/HB to visit "Double G's" to investigate embroidered logo's on the back of merchandise. **Pending due to Easter Holidays. KW also contacted another company re: logo etc. St. Brides Bay.com**
- MBD has already put a piece in Sleipnir for riders to 'Dance' at the All-Steps show and will follow up with invites. **On Agenda**
- EB to have Insurance Update for next meeting. **On agenda**
- Everyone to, view the job roles and confirm their acceptance before they go live. **Jem, KW, HB, MBD completed.**
- KW to investigate the Orchard Farm additions to Sleipnir. **On agenda**
- KW/HB will liaise with Mic to confirm our way forward for advertising in Sleipnir. **On agenda**
- DE to confirm the new address. **Done**
- HB doing Headers/Footers for procedures and policies. **Debbie, Freyja & Harriet in process. Jem offered IT help with this.**
- MBD to speak to Tim & Janice Hutchinson. **Spoken to re change of address.**

*Action Taken: From 4th Dec 2024, Jemimah Adams will archive paper minutes after each meeting.*

### 3. Chairs Update - MBD

- Housekeeping

A reminder that we all know when the meetings are coming up.

**ACTION NEEDED**

Pass on agenda items in good time for the forthcoming meetings.

All Trustees & management team.

- Welfare Group

Previously mentioned in matters arising. There have been a number of reports released by the FEI, BHS & FEIF.

- **ACTION NEEDED,**

*MBD to arrange a Welfare group meeting, to initiate the group.*

- **Our Membership Fees**

*WorldFengur needs updating, this will have a cost implication to our society.*

[https://www.feiffengur.com/documents/FEIF2022\\_conference WorldFengur web.pdf](https://www.feiffengur.com/documents/FEIF2022_conference_WorldFengur_web.pdf)

**Our Current Fees**

<b>New Single</b>	<b>£41</b>	<b>overseas</b>	<b>£46</b>
<b>Renew Single</b>	<b>£36</b>		<b>£41</b>
<b>New Family</b>	<b>£50</b>		<b>£55</b>
<b>Youth</b>	<b>£15</b>		<b>£15</b>

FP suggested we increase our membership fees by small amounts on a regular basis rather than leave our fees the same for a number of years and then give a big increase to our members. .

DE 'little & often' increases are better, not just membership fees. Future financial planning is important.

DE also stated that as we have a very healthy balance and this is something to consider when planning an increase in fees.

**Action Needed:**

*Financial planning/forecast needs consideration before July. All Trustees*

- **NFP WORKSHOPS**

*We run affordable training courses for charities, schools, healthcare and public sector organisations.*

*MBD gave an overview of the courses, JM had sent an email showing details.*

*KW to look at courses, she is interested.*

*DE- NFP= not for profit.*

*EB checked on 'Trust' pilot and they have a poor rating. MBD it's a no for that company.*

*DE reminded us that the Charities Trust commission website has lots of FREE information and Guidance.*

**No Action Needed**

#### **4. Education - Jem**

## Marie Brittenden - British Gaited horse association

JA explained the Not for profit association to be formed. Problems with Companies House REthe wording British. Marie would like our support with this, as our society uses the word British.

Jem asked, What is her overall idea? Viability for small groups with gaited horses.

Do we want to support the word British?

Would we be interested in working with this Not for profit organisation?

FP- suggested to be 'involved' rather than not.

We all agreed this was a positive move.

It's early days, but it provides future possibilities.

**ACTION NEEDED,**

*JA will follow up with a letter of support from us.*

- Future webinars

**Action Needed**

*JA/KW Future webinar hosts will be chased up.*

- Regional Coordinators Update (I know this is not strictly Education)

**ACTION NEEDED,**

*JA is organising a regional coordinators first meeting for next week TBC*

## 5. Sport – Fi

- 3rd invoice for WC's, has been sent out to participants.

A reminder if you put down two horses, you then pay twice. This is something to be aware of for the future.

- British Championships

Two judges are booked

Carina Heller (Germany) FEIF International Sport Judge, travelling by ferry. 180e for the Ferry

Isabelle Mertens (Belgium) National Sport Judge, travelling by Eurostar

Some IHSGB sport judges to be used. (I (FP) need to email them. Mic Rushen has indicated an interest).

This is a bonus as the judges are not rushing off early on Sunday afternoon to catch flights.

Vaccinations queries are already being asked- Clarification given.

Someone wanted to arrive on Thursday-Answer NO

MBD asked if we should open our doors for long distance travellers to the BC's?

FP said there is a possibility for some late Friday classes, it's still being considered.

- **Online competition in May, does the IHSGB want to hand over account details for payment via Stripe or receive a one off payment from Torben Rees (he is providing the online platform).**  
DE suggested a one off payment to keep things simple and due to unfamiliarity with Stripe  
EB said Torben preferred the payment method through Stripe.
- **MEM**  
FP to meet with Kirsty soon for an update
- **FP Webinars**  
Both have been a success, with information disseminated and everyone seemed happy with the delivery.

**Action Needed**

Fi to check on payment methods with Torben for the online competition.

A post on the Members forum to offer our places to stay for long distance travellers to the BC's.

JA to look into local area groups for places to stay and produce a list.

## 6. Youth HB

### Previously discussed in matters arising.

6.1 'We' have agreed that the IHSGB will absorb the cost of the basic DBS check (£18.00)

<https://www.gov.uk/request-copy-criminal-record>

please use the link above to get started, make sure you have everything you need before starting the application (passport, NI number etc).

Once you receive the check, please send me a photo so I can tick you off my list and upload onto the shared drive.

HB needs the certificate number.

**ACTION NEEDED:**

**Outstanding DBS checks to be completed.**

## 7. Leisure – MBD

- Summer Fun Camp

Forms have been sent out and ten people have paid so far.

A trip to the venue is going to be arranged after the Easter break.

MBD asked Trustees who would be attending the camp?

EB is away.

FP might be able to attend on the Saturday to do an activity (Make a head collar).

- The International Day of The Icelandic Horse 1st May 2024

(mini competition, 1 food tech, 2 craft, 3 writer/composer/singer)

Free to all members. Category 3 needs an unlisted link to youtube for the singers.

- Online showing show

Entries are coming in slowly.

- FEIF wanted to know about 5/6 activities that were being offered this year. PLUS FEIF Leisure wants a webinar. An idea to present is "All activities offered to our leisure riders in this country". I've asked for an October slot. Trying not to clash with anything else.
- Showing Council feedback

10 x Concussion pocket guides are in the post.

Weight to win, horse weights

Equine safety groups- something to consider and have an awareness for competitions & GDPR etc.

Horse Trust training Tuesday 16th April, Jane Marfleet did want to attend.

KW thought Jane was still going. MBD questioned as this is a 'school day'.

Equine Ethics-The Charter of the horse has been published

No further outbreaks of Equine Flu since Feb 24

African Horse Sickness - A group went to South Africa to review the situation as it is now sub-saharan.

New Horse passports, legislation should be out this year.

"We must be careful that we are not endorsing people who are breaking the law".

Hat standards, a pdf is going to be produced for best standards. It is the rider's responsibility. BETA standards.

HB said it's in the Rider's pack.

We should aim for Best Practice, less likely to be liable.

e.g Its best practice to use.....

Safeguarding- Overnight stays at events need to be covered in our policy.

SLO Equine carbon footprint calculator- is going onto their website.

**ACTION NEEDED:**

**KW to check if Jane is definitely going and to find out if there is a spare space.**

**Valley View Ranch visit to be arranged by MBD**

**HB to check that our policy mentions overnight stays at venues.**

## **8. Breeding & Studbook – EB**

- Stud Book Change of Address- updating the CD & passports. Companies House is updating at present.

All agreed this was the way forward.

- ***The Scottish Breeding Show***

***EB thanked HB for the advertisement for this. EB said training on canva would be useful.***

***Only three entries so far. Shona Stewart & Liz Kraft to remind people***

- **Insurance**

Currently we are insured for **two big competitions a year**, with up to **100 visitors**.

EB asked FP about the BC's numbers. An online visitor registration form assists this.

If people just turn up, this is hard to police. We need to be more proactive in this area.

Something to think about if numbers warrant this.

**Display rides - up to 7 shows with a maximum of 12 people riding.**

**12 events** organised by members, education or small competitions with up to **20 members**.

MB asked about the Fun camp, EB will contact the insurance company to clarify this.

JA mentioned that the venues have their own insurance.

EB says if we organise something it is our insurance.

**ACTION NEEDED:**

**EB will clarify issues raised with the insurance company once we have more details re: numbers of people.**

**MBD to check Fun Camp venue insurance etc. during the visit.**

## **9. Comms - KW**

**KW has asked Mic to clarify if Orchard Farm asked for their show to go into Sleipnir, if so has DE got the details to invoice them for advertising?**

**KW has also asked Mic Rushen for the contact details for the person wanting to advertise in Sleipnir for the W.C's, so KW & HB can work on a package. No response yet.**

**KW has also been in touch with James Faulkener and Kim Clegg to organise dates for their webinars.**

**Go Fund Me, things pending.**

**ACTION NEEDED:**

**KW to confirm Orchard Farm entries into Sleipnir.**

**KW to confirm WC's advertising.**

**KW & HB will work on the advertising package**

## 10. - Finance DE

- Change of Address

Companies house is done,

Charity commission and OSCR done.

Lloyds have to wait 48 hours so their database can access new companies house records

New lottery licence purchased today from Pembrokeshire council

Re-check F2F minutes now correctly record governance /internal financial controls checked at F2F minutes of AGM still needed to change CAF mandate

A mandated minute decision for CAF. MBD says this is done.

- Go Fund me

KW says to ask Kirsty Carson for her input.

DE was confirming the legalities of what is possible.

Do we look at it for the British team or extend it?

EB suggested for the GB Team initially.

FP commented that it is standard practice for some countries to do this. We have a legitimate reason for doing this.

KW suggested we go ahead with this. All agreed to move forward with the matter.

- Invoices- ~~DE reminded the meeting that all please use the system to give clarity, invoices should be raised by the need to be raised via our the~~ treasurer so that a clear audit trail is available and o/s payments can be followed up. DE stated that she is a resource to be used.

### **Action:**

- **Everyone to look at the go fund me email.**
- **DE to go ahead with Kirsty for Go fund me**

## 11. AoB



Sponsorship (2K) has been received from Dornans

**Action**

Other sponsors are to be approached by MBD

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**12. Date & Type/Venue of next meeting –**

- Wednesday 1st May, 19.30 hours as agreed for BST
- Trustees & Management Zoom Meeting

**This was confirmed by MBD**

**As there was no other business the meeting was closed at 21.15.**