



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

### **MEETING Minutes 4<sup>th</sup> March 2024 at 19.00 hours, Zoom online**

Present: Trustees & Management.

Jem Adams (JA), Hilary 'H' Ashford (HA), Martine Bye-Duke (MBD), Harriet Bye (HB), Debbie Ede (DE), Freja Glansdorp (FG), Fi Pugh (FP), Kathryn Wogan (KW).  
The Minutes were recorded then written up by MBD in the absence of Jane Marfleet.

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

Ellen Brimble (EB), Jane Marfleet

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

1. MBD explained a situation had arisen with the past minutes/Jane Marfleet being unable to take the minutes for this meeting and the corrections needed for January's Meeting & Planning meeting. February's Meeting was also included in this. Help with writing the corrections was to be undertaken by everyone involved at the respective meetings. FG explained how to use the 'suggesting' button by changing the editing button on the shared document. It is to be found on the top right-hand side of the document. FP had checked the meeting minutes but not the planning meeting. DE wanted her corrections to be added for the December, January & Planning Meetings. MBD explained that these were sent forward for the minutes but the tasks had not been completed. JA suggested that we use the shared drive for all corrections/updates. FG asked how we stop this happening again. MBD had spoken to Jane and agreed by using an itemised agenda, the topic areas can be copied over to the minutes BEFORE the meeting in preparation. We will also record the meetings to assist Jane with recording an accurate account of the meetings.

#### **Action Needed:**

*All agreed edits and preparation of final minutes for sign off to be completed by Friday 8/3/24 or as soon as practically possible. (Shared Folder for minutes must be used).*

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

#### **3. Chairs Update - MBD**

- 3.1 FEIF Delegates Assembly & Conference, the minutes of the meetings will be on the FEIF website very soon. The World Fengur cost increase is something we must discuss as this will impact our membership fees.

#### **Action Needed:**

*MBD to add this onto next month's agenda for discussion.*

- **3.2 B.C's organisation**, update on paying for an additional area for stands etc. Volunteer package, Invitation, Working group volunteers etc.

**Action Needed:**

*JA will talk to Andrew N, regarding this asap.*

- **3.4 Welfare Group**

MBD explained that Catherine Holland had cancelled their meeting about the group for personal family reasons. A new date to be set when practically possible.

**ACTION NEEDED:**

*MBD to speak to Catherine Holland when appropriate to arrange a meeting.*

- **3.5 Confidential & confidentiality**

Although this item was on the agenda, no further action was needed due to those present being fully aware of this.

**4. Education - JA**

- 4.1 Andrew Nickalls- webinar. The feedback has been amazing. The Farrier's Association FB page has proven to be an asset and farriers worldwide have asked for the recording. Promotion of the breed has certainly been happening with the interest in this webinar.
- 4.2 Future webinars

We now have a list of webinars. FP will be presenting a Sport's webinar next. JA confirmed how FP would like to proceed with this. JA will host and monitor questions raised. The questions to be answered during the webinar and not at the end to keep them in context.

Other webinars will include FP How to Maximise your marks in competition. This will need to be sooner rather than later to coincide with the introduction and relaunch of Tolt online. Perhaps the beginning of April.

KW, mentioned some names for the webinars, James Faulkener (end March/beginning of May) & Kim the Chiropractor][. Track/grazing systems in July.

FG asked to be reminded of when she will be required to do her webinar. No confirmed date given yet.

HB asked for any confirmed future webinar dates that could be added to the British Championship booklet that she has started to draft.

MBD mentioned David Sanders has been asked to do a webinar on Neuromechanics. He was also a possibility to be invited to the BC's.

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

JA has emailed Regional Co-ordinators. A meeting to be arranged to discuss what is expected. Area Reps have also been emailed with an update. FG gave a reminder about Insurance.

**ACTION NEEDED:**

*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.*

*JA to speak with EB regarding Insurance for Regional events, before the Regional coordinators meeting.*

**5. Sport – Fi**

- **5.1 Sport Feedback**

The Sports group has already launched 'Spring into Sport', promoting Tolt online. This is ready for the competition during May (1-27<sup>th</sup>) via Torben. Last year's costs were £20/class, £5 to Torben, 7e each to the judges and the remainder creating a small income for IHSGB. The costs are expected to be the same for this year and we have two judges prepared for the competition. Ann Winter and ???

Vaccination rules have changed this year, FEI etc. Vaccination to be within 6 Months and 21 days. Aston Le Walls are happy for us to continue a yearly Vaccination.

FP considered should this year stays the same.

MBD explained this is the 'norm' in some Equestrian disciplines to have six monthly boosters. Keep it the same for this year, to assist competitors to make changes for next year.

FG suggested keeping to yearly for this year, but for next year move forward to this rule, for added biosecurity. MBD agreed we need to educate people about this future change.

KW asks if this information can be put into the BC's Booklet. HB agreed, explaining the booklet development so far.

FP will include the vaccination update on the webinar. Up to date information for hats will be included in the BC's booklet. FG found last year's flyer for hats extremely useful. MBD questioned how do FEIF rules fit within the UK Insurance for an event held in the UK?

FP will put together an agenda for the forthcoming webinar.

We have one judge Corena Hella for the BC's.

The final invoice for the World Championships will be sent out by Fi imminently to competitors/team members to pay.

FP also announced that she had an email from FEIF regarding James Faulkner changing his allegiance to Sweden.

- 5.2 From KIRSTY- "a quick discussion at your meeting, about Team / squad sponsors and what, if anything, you feel I am able to offer potential sponsors in return. Apart from the

obvious, could I offer reduced / wavered newsletter advertising, web etc and to what is the value of this? As an example.

I'd be grateful if you could let me know so that I am able to move on to approaching potential sponsors, putting packages together and formulating a plan!"

HB explained that we have a rough outline for a sponsorship package (on the shared drive) that she can send over to Kirsty. The package can be adapted for The Team.

HB offered to sort out with Kirsty. There is also a shared area containing files for discussion-Sponsorship.

MB asked, if we can do a 'go fund me' page. DE will investigate this as Kirsty had also raised this. DE questioned if this was a priority? KW wondered if we could amalgamate MEM and World Championship for a funding page. MBD explained that this would cross financial years and may be an issue.

**ACTION NEEDED:**

*FP to put the agenda together for the forthcoming webinar.*

*FP to invoice World Championship Competitors with the final invoice to be paid, imminent.*

*DE to investigate 'go fund me' resources.*

*HB to liaise with Kirsty re: the sponsorship packages, as soon as possible.*

**6. Youth – HB**

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 drive.

Gold Stars for Ellen and Kath who have already done theirs.

HB explained that she just needs the certificate number. She also requested that we all do our DBS checks. MBD asked HB to send outstanding people a reminder and the link.

HB also explained that she was looking at policies for advertising etc. Pricing etc to be reviewed by all trustees.

KW mentioned point 11 AOB. KW & HB to review and bring their results to the next meeting.

**ACTION NEEDED:**

*HB to check who has not done their DBS check and send an email reminder to complete.*

*HB to continue with the review of pricing etc. organisers advertising.*

**7. Leisure – MBD**

Meet Up at the National Equine Show,

MBD explained that this was a success. Meeting up & networking.

The All-Steps people asked if MBD could bring some 'dancing partners' to their show in July. A discussion of competency levels needed to ride at their show.

Gilet advertising is something to consider. HB attended the meet up wearing an unofficial gilet, but it encouraged engagement with stall holders and the public. It appeared to be good advertising. MBD mentioned that last Summer (Hartpury) we were NOT identifiable.

Summer Fun Camp

Interest from 20 people. The form is in process to send out. A question about a deposit or pay the full amount resulted in, people pay the full amount.

DE said this is how we usually take money for education courses, so it's very clear.

**ACTION NEEDED:**

**MBD also said that she would investigate having a stand at the Equine show next year.**

**Prepare and send out a form for Summer Camp to interested parties.**

**MBD/HB to visit "Double G's" to investigate embroidered logo's on the back of merchandise.**

**MBD has already put a piece in Sleipnir for riders to 'Dance' at the All-Steps show and will follow up with invites.**

## **8. Breeding & Studbook – EB**

**Ellen was unable to attend but sent this in an email.**

***8.1 Insurance and safeguarding, (trustees have a legal responsibility).***

***8.2 The Scottish Breeding Show***

- the passports for imported horses from Iceland now have the correct ownership page included, which will save Freija lots of work - great news for us.
- The breeding weekend will be Sat/Sun 4/5 May and the invitation will be issued shortly.
- Kirsty Carson will attend for a day on a "scouting mission" to spot talent
- Insurance is in hand and I'll update everyone at the next meeting.

**Action:**

**EB to have Insurance Update for next meeting.**

## **9. Comms - KW**

Orchard Farm: Did they ask for an advertisement for the Sleipnir Magazine?

If they asked, do we charge?

Nobody present was able to answer this question.

Volunteer roles/job advertisements are ready for viewing on the shared drive.

**ACTION NEEDED:**

**Everyone to view the job roles and confirm their acceptance before they go live.  
KW to investigate the Orchard Farm additions to Sleipnir.**

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## 10. - Finance DE

- Annual returns done - so needs minuting that they have been completed for CC and OSCR. Also, a minute as reference that the Confirmation Statement for CH is already done.
- Re-check F2F minutes now correctly record governance /internal financial controls checked.
- website compliance email /guidance from Names.

MBD suggested that we should review this on a regular basis.

- Minutes of AGM still needed to change CAF mandate.

MBD noted that due to point 2. Matters arising and previous minutes this has been causing issues.

- reminder discounts for members v. surcharges! Do not surcharge non members.

E.G.

The price is X BUT Members receive a discount of Y

Standard Fees and Discounted Fees for Members

- expense claims please claim.
- communication - seems to be minimal...

The use of Whatsapp for quick updates etc was a quicker way of communicating, saving emails for formal transfer of information.

- change of address 1st April - in hand

Tim & Janice need updating to the changes.

**Action:**

- **DE to confirm the new address.**
- **HB doing Headers/Footers for procedures and policies.**
- **MBD to speak to Tim & Janice.**

## 11. AoB

From Mic Rushen

“I’ve had an enquiry from the WC25 organisers about advertising in Sleipnir. Was a decision reached regarding costs? We talked about members rates being 1/8 page £10, 1/4 page £25, 1/2 page £50, full page £70, and non members (for same amount of space) £15, £30, £60 and £85 respectively, with those who pay for 3 adverts getting the 4th free.”

**Action:**

**Discussed earlier.**

**KW/HB will liaise with Mic to confirm our way forward.**

-FG asked for meeting date confirmation for May.

-HA asked about the WHATSAPP group, ‘H’ is now in the group.

**ACTION:**

**MBD to confirm Meeting date changes due to Bank Holidays as there are some discrepancies.**

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

- Tuesday 2<sup>nd</sup> April, 19.30 hours as agreed for BST
- Trustees & Treasurer Zoom Meeting

**This was confirmed by MBD**

**As there was no other business the meeting was closed at 20.45.**