



Icelandic Horse Society of Great Britain Ltd

MEETING Minutes 1st May 2024 at 19.30 hours, Zoom online

Present: Trustees & Management.

Jem Adams (JA), Hilary 'H' Ashford (HA), Martine Bye-Duke (MBD), Harriet Bye (HB), Debbie Ede (DE), Kathryn Wogan (KW), Jane Marfleet (JM).

The Minutes by Jane Marfleet (JM) .

1. Apologies:

Freija Glansdorp (FG), Fi Pugh (FP), Ellen Brimble (EB), Ian Pugh (IP), Mic Rushen (MR).

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 minuting & 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. All confirmed to MBD that last management meeting minutes and matters arising have been read through. DE confirmed to MBD that she has sent msg. to MBD reference the Jan planning meeting amendments that are still required. Phillipa Pringle is still to be removed from the minutes as she did not attend and several other points that DE has previously requested need correction. (Have the AGM minutes been finalised in draft, edits having been previously submitted?).***
- ***KW to check & 'firm up' webinar dates & pass to HB for the BC'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. KW confirmed all ready to go ahead with this. Is working on the advertising for Kim. She has been in touch with James who is busy with competition season but will be putting together with Millie Wogan material for a webinar. James has requested***

what areas it should focus on. KW has suggested to him that people would want information on cleaning up gaits and general training advice.

Action: KW Ongoing, as above.

- *HB to liaise with Kirsty re: the sponsorship packages, as soon as possible. HB waiting for Kirsty's feedback.*

HB confirmed that she will follow up but is mindful that Kirsty is very busy currently.

Action: HB will continue to liaise with Kirsty on this and will send follow up again.

- *HB to continue with the review of pricing etc. organisers advertising.*
HB has completed pricing to go in for Sleipnir. KW is looking at the review document sent from HB for pricing.

Action: HB / KW Ongoing action and work on this.

- *Everyone needs to view the job roles and confirm their acceptance before they go live. Jem, KW, HB, MBD completed.*

MBD confirmed these are for the volunteer roles and the need for them to go out over the next week. HB confirmed it is FP and EB still require review from – MBD stated especially important for FP input reference her being happy with the volunteer roles.

Action: FP/EB to review job roles to confirm acceptance before they go live.

- *KW/HB will liaise with Mic to confirm our way forward for advertising in Sleipnir.*

MBD asked progress on adverts for Worlds etc. On agenda, but KW will follow up with MR who was getting in touch with her re the contact and the package. MBD asked this is chased up so can be moved forward. HB confirmed she is not in the link on this item.

Action: KW to follow up with Mic.

- *MBD to arrange a Welfare group meeting, to initiate the group. On agenda*
- *Financial planning/forecast needs consideration before July. All Trustees On Agenda*
- *Marie Brittenden, British Gaited Horse Association, JA will follow up with a letter of support from us. On Agenda*
- *JA is organising a regional coordinators first meeting for next week TBC On Agenda*
- *BC's - Fi to check on payment methods with Torben for the online competition. On Agenda*

- *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.*

MBD has been waiting to do this after FP lists the post for entries and they go live for the BC's – then she will put out the post with suggested places to stay. JA has not completed this as yet but confirmed will compile some suggestions in a list. MBD would be willing to support by possibly offering overnight stay on the Thursday for

onward travel on Friday to Aston, for those with long journey.

Action: JA to compile list of places to stay that can be recommended. MBD to also follow up on possible offer of overnight stop off at her facility.

- **HB-Outstanding DBS checks to be completed. On Agenda but MBD asked HB who is still outstanding. HB confirmed, FP, MR, IP. Action: HB to chase these up.**
- **MBD-KW to check if Jane is definitely going to Horse Trust Training and to find out if there is a spare space. MBD raised to confirm if this is followed up. JM confirmed on talking to organisers the event is relevant for Judges. JM sent all details to KW so that place could be available for FP or another if required or for future Horses Trust training events. Action : KW follow up if another representative from IHSGB attended.**
- **Valley View Ranch visit to be arranged by MBD On Agenda**
- **HB to check that our policy mentions overnight stays at venues. HB confirmed it does not. MBD added that this needs to be added to our policies. EB is looking into our insurance cover on this point. Action: HB policy update. EB Insurance position on overnight venue stays.**
- **KW to confirm Orchard Farm entries into Sleipnir. KW has msg. but still waiting for confirmation on this. Could be that it has already been added into Sleipnir. MBD polite reminder that it is important to follow due process for all advertising entries. Action: KW to continue to follow up to get confirmation of entries.**
- **KW to confirm WC's advertising. MBD has moved these action points forward onto 1st May agenda for action.**
- **KW & HB will work on the advertising package MBD has moved these action points forward onto 1st May agenda for action. Action: KW/HB. MBD asked that KW/HB continue work on advertising package.**

3. Chair's Update – MBD

- MBD gave thanks to DE, HB and FG for all hard work in making sure the new address update is on everything – MBD noted it was no small task to get this completed for the Society. And also a thank you to everyone for the hard work. MBD remarked that when checking today social media flooded with lots about the “Day of the Icelandic Horse” and it’s nice that so much has been contributed to put things out about the Icelandic horse from the society so a big well done and thank you.
- **Welfare Group**

MBD has spoken to all re this meeting confirmed as Tuesday 7th May 2024. Faye is not continuing as has other commitments. Catherine Holland has confirmed will not continue but would like to come back to the welfare group at some point.

MBD has a visit to fun camp venue Tuesday 7th May.

MBD has contacted Zoe Day & Sabrina Chetcuti about involvement. They have confirmed definite interest to join in and will be present at the Tuesday meeting.

Action: Welfare meeting 7th May – MBD meeting report June agenda

- **Financial Planning**

MBD we usually review annually but consideration of the next 3 years or 5 years important, thoughts for 2026 as this is 40 year celebration IHSGB.

DE asked all to look through a brainstorm document uploaded to the agenda folder for meeting agendas. This also links to membership points as related to financial planning.

MBD screen shared the document in the meeting for discussion. MBD suggested increase in membership fees required especially with costs increasing such as postal charges and WorldFengur.

Reserves shown – MBD asks for ideas for use of current healthy balance:-

KW subsidised training as well received enjoyable events, idea to tie in with anniversary celebration offering opportunities for training. MBD future training course plan ahead over next year and beyond . JA we currently plan for 3 per year, 2 are completed she is working on training event for North region and looking for offers and opportunities/support for this. MBD suggests celebration package could be planned, KW as everyone should benefit. MBD plans should be inclusive for all and recognise 40th year celebration for the society.

Membership fees, HA to leave to July for discussion on this would be late to discuss now. MBD proposal - as healthy balance leave for this year and future years increase by small amount. HA this is problematic due to standing orders, some members are still on the old £32 rate by standing order who are not active members. Small increases by Direct debit not reasonable due to costs for each debit – therefore one rise initially maybe £50 and £40 would be more workable or leave for a year. MBD suggested email discussion on way forward for membership fees best solution to come to decision. All agreed. See discussion under Finance below...

Just for reference from agenda:

https://www.feiffengur.com/documents/FEIF2022_conference_WorldFengur_web.pdf

Our Current Fees

New Single	£41	overseas	£46
Renew Single	£36		£41

New Family	£50	£55
Youth	£15	£15

ACTION : MBD will open file on shared drive for additional opportunities for brainstorming ideas that are in addition to planning for trustee's personal responsibility plans. MBD will open discussion via email for Trustees and HA re membership / DE re finance to discuss membership fees and increases.

JA training event for North – all to consider possibilities to support with a 3rd training event venue located in the North.

- **Scottish Event (August 2024)**

Financial Support proposed and confirmed again for Scottish Championships.

Action: MBD will ask DE to action this payment

- **Donation received from Barry Laker.**

Barry due to moving is closing tack shop. MBD showed meeting a collected bag of stock from tack shop donated to society. All new equipment. Commented very generous donation. The equipment can go on IHSGB second hand equipment stall at BC's though not second hand as such.

Action: MBD will put in the magazine detail kind donation. The equipment to go on equipment stall at BC's

- Review our position 6 months on from AGM & succession. MBD where are we now? Is there anyone else who would like to become a Trustee? MBD invited Trustees / management to have a personal chat if have any ideas on position as move towards AGM in November and have think about their role moving forward.

Action: All to consider and put any ideas forward to MB

4. Education - JA

- **Marie Brittenden - British Gaited Horse Association.**

JA now has some information and docs from Marie. And will put together some information and send round to Trustees/ management for them to agree. They need a letter of support and Marie has included this in the information sent to JA

ACTION: JA will send detail of letter to Trustees / management. All to respond to ok this once they have viewed. JA follow up with a letter of support from us to British Gaited Horse Association.

- Future webinars, JA confirmed some more coming up. KW updated in these minutes on training one. KA/JA organising feed Webinar. Keyflow and Castle feeds.
- Regional Coordinators Update. Regional coordinator meeting being arranged – date for this convenient for all being worked on. JA will update once date agreed. JA has emailed area reps/'points of contact' recently about their role and recall point of contact for them– had couple of replies. One member replied to say should not be on list and will be removed.
JA arrange date for coordinators meeting and notify once date agreed.
- MBD thanked all for the continued hard work on everything.

5. Sport – FP

- MBD and FP have had telephone discussion on a recent Sunday re sport. Discussed various relating to the BC's and sport matters.
As follows:-
- MBD confirmed the Online competition for May is being launched.
- MBD informed meeting that HB has spent some time with Robyn and Crissie on using Canva formatting tool for putting out posts, this has proved positive in achieving improvement to these formats and have put out posts improved from the original starting point.
- **Payments** - MBD asked DE if she has received information yet re information about how payments will be happening from Torben. DE confirmed not received information as yet. MBD made a note to follow up on this with Torben as we need confirmation on this.
- **Updates on BC's** - MBD British Championships was to be launched. Has not gone live as yet.
- MBD has confirmed to FP when had phone discussion that as a team we all want to ensure support with the list of points that need organising as there is a lot of work for the BC's that needs completing. These include:-
 - Vet on call (can Harriet attend, Rona is now retired; Qualified first aider (is Charlie Day available to do this role for us) - FP has asked if these can be followed up.
 - Class lists, stalls and stands, rosettes and prizes for BC's.
- MBD suggested that once information has gone live that the volunteer jobs are launched. FP is going to check with Ian what he has put on the form. FP has also asked for Trustees help with the setup and breakdown for the BC's. MBD mentioned especially the breakdown at end as last year there were only a few to complete this process after a long weekend work.
- FP/MBD have also discussed programme and organisation required for dressage/ tolt/ figure tests and Track and Trail - need to check to see if Catherine Holland is going to be organising Track and Trail this year.
- **Update on MEM** - MBD this is still with Kirsty currently- unless any Trustees have further information on this? No further updates on this from Trustees or management team.

Actions **Needed:**
FP Online competition May. Updates on British Championships to go out. FP to check with Ian what has been put on the form.
MBD/DE Follow up on payment arrangements.
MBD/All Trustees to follow up on Vet on call/ First Aider and continue work on class lists, stalls and stands, rosettes and prizes for BC's.
FP/All trustees organisation required for dressage/ tolt/ figure tests and Track and Trail. FP to check if CH is going to run the Track and Trail.
Trustees, action required to support relating to allocation of tasks for Championship setup and breakdown of BC's site at Aston.

6. Youth - HB

- **HB For DBS Checks.** Confirmed most completed (except several still outstanding DBS checks refer to update in these minutes above) , still to complete *FP, MR, IP*
Reminder for those still to complete as in agenda items: 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.
ACTION : HB to chase up remaining DBS checks.

7. Leisure – MBD

- **Summer Fun Camp.** People are still paying and also coming on board with this. Currently 14 signed up - 13 riders and Maya Redfern coming along with 2 daughters who are riding. Additionally Maya Redfern. Rebecca Spowage is coming also to sign up. Plus another has indicated most likely will be joining. MBD was due to visit the venue 23rd/ 30th April but visit delayed due to Bruce who manages venue personal commitments, therefore visit to Fun Camp venue Tuesday 7th May 24 before evening Welfare group meeting in evening to be available to start first meeting off. KW may join MBD so that two Trustees are there to assess venue. MBD has had enquiry about what activities will be offered at the fun camp. MBD confirmed a list will only be possible once venue is visited to see what is viable and possible to offer.
- **Online showing show.** Entries received. The entries and points are being collated.
- **Concussion booklet guide (10 x Concussion pocket guides) from Showing Council.** Did receive confirmation these were being sent out – but have not been received as yet, MBD will follow these up to see why not received.
- **The International Day of The Icelandic Horse 1st May 2024** agenda item discussed earlier in meeting.

ACTION:

MBD/ KW visit to Fun Camp venue.

MBD Tuesday 7th May 24 evening Welfare group meeting.

MBD follow up Concussion booklet guide (10 x Concussion pocket guides) from Showing Council.

MBD will put out list of potential activities for fun camp once venue assessed.

8. Breeding & Studbook

- **Address.** MBD checked with HB on any updates from DE or FG on Addresses and studbook matters. HB updated. FG has mostly completed all her address changes/ changeovers as these needed to go over to DEFRA. FG has a lot of passports needing to be changed.
- **Update- The Scottish Breeding Show.** EB has confirmed to MBD that they had to date approx. 14 entries. MBD is on Scottish chat group for this and said a post had asked about stabling and costs of stabling. Feedback is all pleased about this event going ahead. MBD gave thanks for organisation from EB on this event and FG may be attending also for the weekend with EB who is attending. MBD wished the event success.

ACTION:

**EB/FG attend Scottish Breeding Show.
FG completion of any remaining address changeovers.**

9. Comms - KW

- KW nothing additional to add. Responses to actions already made in these minutes.
- MBD noted to all that addressing the actions is answering any questions unless there are any new points on the agenda.

ACTION: As per recorded in these minutes.

11. AoB

- None requested by Management or Trustees
- MBD requested if all in agreement some points on finance be discussed while DE present. All agreed.

10. Finance - DE

- Finances and Membership. Financial planning discussion MBD confirmed a shared document will be put on shared drive. MBD asked DE about membership fee increases given healthy society balance. Should we put up the membership fee or wait another year? DE stated before any decisions can be had on membership fee increases must ensure have an idea of plans as

a society and a budget for this. A strategic plan is required that includes direction of society, chicken and egg situation. This to include:

- Financial planning
- Vision as a society
- Aspirations
- Direction
- Rough figures as headline figures.

DE suggested get aspirations for next year on the table to check any shortfall before a decision is made on this. DE requested Trustees look at their departments even if not a 5 year strategy – but could be a value that each department needs then a discussion can go forward. MBD confirmed that with the 40th celebration for the society in 2 years a holistic view of costing is also required.

DE asked that all have a look at the document she has put on the shared drive shown in the meeting and put forward their random and out of box thoughts as well as more immediate requirements. Then these can be pulled together to underpin a holistic approach of where the society is going. MBD requested all to work on a shared document. HB confirmed ALL can use the current posted document by DE to work on and edit.

MBD asked DE for payment £500.00 for Scottish Open. DE asked for request from organising committee for the event to request the grant, there is a grant form but an emailed request asking for grant will trigger payment.

MBD updated DE on further 2 sponsors from email correspondence.

ACTION:

**All, Trustees and management to add to the document, as per discussion above, posted on shared drive by DE.
MBD To send instruction to Scottish Open asking for formal request to DE for their grant.
DE to make payment of grant £500.00 on receipt of request.
MBD follow up if required on sponsors.**

12. Date & Type/Venue of next meeting

- Monday 3rd June, 19.30 hours as agreed for BST. MBD noted may be a BC's separate meeting before this to bring in the volunteers.
- Trustees & Management Zoom Meeting. This was confirmed by MBD
- As there was no other business the meeting was closed at 20.25.