

## 2018 Nov.17 Minutes of AGM held at Fairway Inn, Sussex, NB

### **Attendees: (32 - 8 Directors, 24 members)**

Lucy Rudge	Chester Gillan	Barb Swazey	Christie Cox
Elwood Munroe	April Haliburton	Blake Storey	Pam Rustige
Carrilee Eddy	Donna Munn	Dianne Storey	Donna Lee
Garnet Gallant	Nicole Mattatall	Bertha Harrison	Jamie-lynn Cassidy
Bev Elliott	Janice MacSwain	Kim Conrad	Pat Rideout
Pearl Skjonsberg	Betty Dwyer	Lynn Beazley	Susan Hovey
Jennifer McDonald	Eric Dwyer	Bernie Morton	Sylvia Gillies
Elspeth (Beth) Gonsales-Mosher		Russlyn Patriquin-Dyke	
Karen Jonah-Brown			

Meeting called to order at 1:39 pm by Blake Storey

Spring 2018 Minutes read by Carrilee Eddy

- Eric Dwyer moved that Minutes were amended to add “motion carried” to trial Breed Awards 2018 motion by Bev that Eric seconded.
- Motion made to approve as amended made by Eric , seconded by Lucy. Carried

### **Reports:**

Chair Blake Storey Welcomed all and thanked ride managers.

VP/Membership offered by Nicole Mattatall Happy with membership portion of Treasurer job.

No Secretary report offered by Carrilee Eddy

Treasurer offered by April Haliburton - see attached

Rules offered by Pat Rideout - Online rule edits/changes to be added to website

Newsletter offered for Jacqui Tupper by Carrilee Eddy - see attached

Sanctions offered by Donna Munn - see attached

Publicity offered by Russlyn Dyke - see attached

Statistician offered by Sylvia Gillies - see attached

Secretary asks for reports to be sent to her for addition to the minutes.

All reports were accepted as presented - moved by Lucy seconded by Eric. Carried

### **Old Business:**

#### **Bob Gielen Clinic - Russlyn - see attached report**

- Russ outlined the plan - Bob’s experience and agenda. Carrilee asked if Bob had any Clinician experience, Russ not aware of any, Sylvia responded that he is/was a teacher. Janice & Betty expressed concern about Green Beans getting overwhelmed with too much information as experienced at Dwyer distance riding clinics. The result of that was the loss of those potential new members, they left feeling distance riding was too complicated for them. Suggestion was made to separate clinic into one for Green Beans and one for those who are ready for more information. Members expressed interest in clinics generally as we have lots of talent locally as well as from away. Main concern

expressed by Bev and others is that the clinic cover its own costs as ACTRA funds are continuing to decline even with increase in membership this year.

- Russ agreed to adapt her plan and to cancel clinic if participation doesn't look like it will cover costs. Motion to accept plan on this basis moved. One nay, motion carried.
- Betty, Janice, Christie, Kim, Lynn, Pam, Bernie to join committee with Russ.

#### **ACTRA name change**

- Betty withdraws the motion based on large response she received by many long-term members who felt very strongly that ACTRA name remain as is.

#### **Intro Ride - see attached handout**

- Betty spoke about proposed Intro Rides as fun, Green Beans, no paperwork to send in to Statistician, pre and post ride exam. Tabled until Spring.

#### **Breed Awards**

- Carried on please, per Sylvia. Trail Horse should be included per Donna Lee's suggestion. Tabled until Spring.

#### **Membership Fee Schedule, Nicole**

- Suggestion to increase Family Membership. Family \$30 for first two members with \$10 for additional members living in the same household up to members. Discussion. Members agree funds need increasing. Eric expressed concern over increase to families with non-riders. Motion by Donna Lee: Any 2019 membership fees paid after January 1, 2019 will be subject to the following fee schedule - Single \$25, second member in family \$20 and \$15 for each additional member. Seconded by Pat. Unanimous. Carried
- Membership forms to be updated, email to members sent out.

- Donna Lee moves that ACTRA sanction fees increase from \$3 to \$5. Pat seconds. Carried.

- Eric and Blake will look at fundraising.

- Donna Munn says that January Thaw will go ahead again, welcomes any volunteers.

#### **New Business:**

- Jennifer McDonald presented with the Jean and Elliott Bridges Sportsmanship Award 2018 by Pearl Skjonsberg. Jennifer is the second recipient, Lucy Rudge being the first presented at PEI Autumn Ride 2016 by Ride Management.

- Judged Pleasure Sheet - Sylvia concerned about qualifications of Judges. Pat says it looks like an IDR sheet. DL says conditioning needs to be looked at even at JPs. Pat and Sylvia wonder why the need - hold IDR. Donna Lee moves to adopt the Judged Pleasure Ride scoresheet developed by Bev Elliott for 2019 ride season. Seconded by Barb. Carried.

- Board Governance - Carrilee speaks of similar experience of Board discord as expressed in Newsletter report. Reminds membership that ACTRA lost six members at 2017 because of similar name-calling and personal attacks. Asks if membership is able to help with the issue. Betty states that is a Board issue. Chester makes following motion: Membership requests through the Chair for Chair to make available a copy of Robert's Rules of Order to each Board member and that each board member follow. Eric seconds. Carried.
- Facebook - Carrilee reports ACTRA Facebook page has vastly improved over the past two or three years of bad behaviour. Members have noticed.
- Ride Results - Carrilee asks that ACTRA Statistician accept all electronic forms of Master Scoresheets as well as mailed original, as AERC does. Sylvia states that is already done.
- Reporting of Ride Results by Statistician - Covered by Stats report, no need to discuss.
- April moves to amend rule 1.3.4 "Ride management should make available some type of sanitary hand cleaner and recommend to judges that is be used between horse examinations" to replace the word "should" with "will". Carrilee seconds. One opposed. Carried.on
- AERC rule to allow 30 more minutes for LD completion. April tabled until spring.
- Criteria for disqualification on a CTR/IDR. Motion by Pat: on a CTR/IDR If a horse accrues more than 30 minute time faults because it came into the finish too early or too late the horse and rider are disqualified and are not awarded mileage for the ride. Lucy seconds. Carried.
- Pat moves: Trail horse to be determined by the judge of the ride as per her/his preference bearing in mind the horse's soundness, manners, attitude and suitability to the sport of distance riding. Carrilee seconds. Carried
- Change of qualifying rides for awards. Russlyn tabled until Spring.
- Membership year - Reminder that Constitution states this is addressed in the ACTRA Constitution. Eric expressed concern over not seeing the Constitution.
- Placings - Pat will add trail horse placings 1-3 as it was intended.
- Garnet Gallant, founding member of ACTRA, announces on April 6th in Amherst he is hosting a reunion of 40+ years of Distance riding in our area. He asks all to bring anything and everything they have to show. Asks us to please come, asks for long term members to please attend and talk! There was much excited discussion of this.

- **Bev moves that outside miles fee increase from \$5 to \$10. Donna Lee seconds. Carried.**
- Pearl asks about history of distance riding here - Garnet talks: in 1976/77 interested, researches with AERC OCTRA others; including Pat, Lucy, others to form ACTRA, one ride in NF so far. Pearl asks if ACTRA name should be changed to reflect this. Members said no.
- Horse mileage plates - should we continue, Sylvia asks. Jennifer reminds where the trophy plates are purchased by ACTRA for \$2. Questions by Sylvia re: what to do with badges etc - 250 mile badges for newbies - discussion. A reminder that this was already decided - keep giving out as supplies last. **Motion made by Sylvia to continue as we have using the trophy plates, no mileage limit. Russ seconds. Motion carried.**
- Lynn states she loves GPS Relive app used by Christie Cox and Kim Conrad. Asks if it can be used as a promotional tool for ACTRA. Committee formed? Christie says she can make that happen. Lynn wants to see thumb drive created, made available for promotion. Much excited discussion over this. Christie will report back in the spring.
- Donn Lee wants to be able to have new pictures added to website. Carrilee says she will look at how to get that done.

### **Elections:**

Donna Munn, reoffering

Pat, reoffering

Blake, reoffering

Jacqui Tupper resigned as per Blake

Bev nominated by Lucy accepted

Pearl nominated by Bev, declined

Chester nominated by Bev, declined

Pam nominated by Bev, declined

No further nominations.

Nominations closed. Positions accepted as offered/nominated:

Meeting adjourned at 4:10 pm

Respectfully submitted by Carrilee Eddy

November 18, 2018

## Treasurer Report

Beginning Balance November 17, 2017		\$8361.75
Revenue:		
Membership/Mount Registration		2040.00
Outside Miles		35.00
Silent Auction		275.00
Ride Sanctioning Fees:		
Spring Into Stanley	72.00	
Red Solo Run	78.00	
Maple Ridge Ride	84.00	
Kiss My Axe 2	84.00	
McDonald's Run	72.00	
Green Gables Gallop	102.00	
St. Stephen Fall Ride	60.00	552.00
Early bird 2019 Memberships		60.00
Early bird Banquet tickets		60.00
Total Revenue:		\$3022.00
Expenses:		
Year End Hotel and Banquet		1206.98
Intercity Insurance Services		350.00
NSEF Club Membership		50.00
NBEA Club Membership		0.00
Web Hosting CR Software		164.44
AGM Jackets/Plaques		383.47
Scotiabank ACTRA Cheques		97.26
Jan Thaw Booth		75.00
Office/Postage		79.33
Membership refund overpayment		20.00
Spring Meeting Room and Refreshments	257.62	
Equine Canada Single Membership		50.00
Ride Incentive 2017		600.00
Ride Incentive 2018		600.00
CR Software Web Hosting 2019		164.44
Scotiabank Service Charge		54.30
Total Expense:		\$4152.84
Balance October 31, 2018		\$7230.91
Total Loss for 2018		< \$1130.84 >

Respectfully,  
April Haliburton, Treasurer

## Newsletter Report

This was a much better year for receiving ride summaries and results. Many thanks to the RMs who sent them to me. When I published them I didn't realize they should have been tagged as unofficial. Sorry. But I'm glad I did get to publish them - it's always nice to see write ups on the ride soon afterwards rather than waiting til year end. Most pics were pulled from the Facebook page. I still have not received any official ride results or any results from Susan Hovey's ride.

I believe my term is up and I'm a little sad because overall I have enjoyed doing the newsletter and I finally feel like I can do it well! It was a learning curve for me - partly from what Carrilee passed to me and what my teen daughter had to teach me.

A couple of things that need sorting out - I believe the ride results need to be made official by the stats person much sooner after the ride takes place. There seems to be some disagreement about who should actually be posting ride results to the web page... needs to be decided upon and be done in a more timely manner. Also - who sends ride reports to newsletter person. As I said multiple times - needs to be done shortly after the ride and made public in case there are discrepancies and for those keeping track of their points as the year goes on. And because our members deserve this.

I believe that creating job descriptions for each board position should be a priority for the board in 2019 - time changes things little by little and the jobs need to match up with today's methods and procedures.

Finally, this has been a very frustrating year to be on the ACTRA board. I believe board members need to behave in a more professional manner and keep the best intentions of the club at heart -tearing each other down is detrimental to individuals and the club as a whole. I saw the BOD chat degrade to name calling and personal attacks instead of business. I believe a stronger presence from the Chair could have/should have addressed this issue - but I saw little attempt on his part to do so - in fact he left the group chat completely - and communicated very little. Regarding the year end meeting and awards - the stats person stated many times that she would do it herself and didn't want any meddling in her affairs - and that she would not share details with the board. This is not in the spirit of cooperation at all - the board is meant to work together in the best interests of the club.

I believe that my 30+ years of working in the public service industry - customer and information services - always keeping the bigger picture in mind when dealing with the little things make me a good board member. In fact, I am on 2 other much more active community boards - one that raises, collects, and disperses \$20k of community money each week with less conflict and arguing than this ACTRA board.

Good luck to next year's BOD - you will need it.

Jacqui Tupper

## Sanctioning report for AGM Nov 17, 2018

It was a quiet season. Total of 378 available miles to ride for the 2018 season compared to 588 miles for the previous year. 5 Jps, 1 CTR, 2 IDRs, 5 LDs, 2 End and 1 Intro ride.

We have 1 sanction request already in for the weekend of Jul 13/14 with choice of 50 End/ 25 LD or 10 mile Intro ride on the first day as well a a 25 LD on the second day hosted by Betty and Eric Dwyer.

If you want to sanction a weekend please msg or email me and I will advise of availability of the weekend. Once approved you as the RM can enter the weekend on the club website calendar. It used to be the RM would enter on the website, I would get an email, then would go to the website and sanction it. This no longer works.

Once your ride is sanctioned it cannot be changed without a request from sanctioning, be it a change of location, type of ride, or a change of distance. You may not advertise a modification to what was sanctioned until approved.

I will compile a ride result form for each kind of ride and will include in ride kit.

Sylvia and I will get together during the winter to update the master scoresheets.

We are working on changing the procedure for sanctioning.

I have submitted to the treasurer an expense form for 2018. My regular annual expenses of paper at \$11.90 and mailing of \$67.22 are minor and I did have \$25 left from \$ received leftover from 2017. The big expense this year is a drum cartridge at \$179.39 and a toner cartridge at \$103.49. My total expenses submitted less the credit is \$337.00. This may sound like a lot but I own the laser printer, never an expense to the club. I have been Sanction person for the last 9 years and for the first 4 years I submitted no expense claims.

I have a copy of most ride forms with me if anyone has any questions on how to fill them in.

Thank you.

Respectfully submitted

Donna Munn

Atlantic Canada Trail Riding Assoc.  
PR Directors Report  
AGM 2018

1 -e-mail sent to the Island Horse Council (Equine governing body for PEI) to request an Actra affiliate membership. No response.

2-All Actra rides were posted in the NSEF and NBEA e-calendars

3- Actra's 2018 AGM was posted in the NSEF and NBEA e-calendars

4- A couple of rides were put in the What's Happening column in the Horse and Pony magazine

5- Organized the Bob Gielen Clinic

6-Lynn Beasley called me to inform me about the Re-live app. How it would work for advertising/marketing our club. (Lynn to make a presentation)

7 - Remind members of Actra's promotional Poster

8 - We are going to ask the Morgan Club to share expense of the Equine Review in Sussex, NB May 5th & 6th.



## **2018 Statistician & Awards Report**

I found the position of Statistician to be quite challenging this year. The fact that there are no written definitive instructions, combined with an unfamiliar-to-me website led to a lot of confusion on my part. Add to this as well the fact that, despite multiple efforts to curb this ongoing issue, the majority of ride managers are still failing to send in Master score sheets in a clear, accurate and timely manner.

It has taken the entire year for me to find a path that works for both me as a **volunteer** officer, and this organisation. Now that I am on it however, I am hopeful that things will continue to improve in a more expedient fashion.

I have discussed with the Board of Directors items that I feel can help with some on-going issues with statistics and awards. My hope is that by the spring meetings there will be many positive improvements that will help not only me but other officers to do their jobs more efficiently.

Here are some stats for the 2018 year:

### **Rides:**

- Five Judged Pleasures, 5/5 stand alone\*
- 5 Limited Distance, 2/5 stand alone
- 1 CTR, 1/1 stand alone
- 1 Intro distance, 0/1 stand alone
- 2 fifty mile endurance, 0/2 stand alone
- 2 IDR, 1/2 stand alone

\*Not in conjunction with other rides on same day.

### **Participation:**

- 48 members entered rides
- 36 members entered Judged Pleasures
- 8 members entered 50 Endurance
- 20 members entered Limited Distance
- 16 members entered IDR

### **Ride Managers:**

- 7 Ride managers put on 16 rides
- 3/7 ride managers met all current criteria for submitting masters. (time frame, legible, accurate, sanctions paid)

### **Awards:**

One new trophy was purchased at the beginning of the year to replace one that has ended. We still need to purchase two Best Conditioned trophies. Member Mileage Patches are running out for all miles with the exception of 250. We need to decide to continue with these or find a suitable replacement. The continuation of halter plates as an equine mileage award also needs to be discussed. On-going changes to the Breed awards will be discussed in Old Business.

I look forward to the 2019 season. I encourage members with ideas for improvements in the areas of Statistics or Awards to contact me **privately** through either the ACTRA email, personal email, messenger, or the good old fashioned telephone.

Respectfully submitted by,

Sylvia Gillies

2018 Statistician and Awards Director

# INTRO/FUN RIDE

## Submitted by Betty Dwyer

ACTRA ride managers may elect to host rides which are sanctioned for less than 22.5 miles. These rides are designated as “Intro/Fun Rides”. Intro/Fun Rides must be included on the sanctioning form and be held in conjunction with an ACTRA endurance ride or an ACTRA endurance clinic.

1. Ride managers have flexibility with Intro/Fun Rides to make them a better tool for education (examples are riding with mentors and longer time limits)
2. No placing or best condition will be awarded
3. No control check point is required during Intro/Fun Rides sanctioned for 15 miles or less. This does not preclude the pre-ride or post-ride exam.
4. All Intro/Fun rides must have a pre-ride and post-ride exam completed by a control judge. These exams are to have the same requirements as any other ACTRA sanctioned distance.
5. Riders may not elevate from an Intro/Fun Ride.
6. No points are recorded for the equine or owner.
7. Miles may be awarded for the equine and rider upon completion requirements.
8. Ride results for these distances (other than mileage) will not be reported to ACTRA and will not be published.