

2019 Spring meeting Minutes April 28, 2019
Moncton Superstore Community Room

Attendees: (22 - 7 Directors, 15 members)

Lucy Rudge	Betty Dwyer	Christie Cox	Pat Rideout
Elwood Munroe	April Haliburton	Avalee Mattatall	Sylvia Gillies
Carrilee Eddy	Donna Munn	Dianne Storey	Donna Lee
Garnet Gallant	Nicole Mattatall	Bertha Harrison	Ralph
Bev Elliott	Chris Mattatall	Carrilee Eddy	Pearl Skjonsberg
Ivy Gibson			
Elspeth (Beth) Gonzales-Mosher			

Meeting called to order at 1:00 pm by Bev Elliott, Chair pro tem as per Directors' meeting

Spring 2018 Minutes read by Carrilee Eddy

Motion made to accept as read made by Nicole, seconded by Lucy. Carried

Reports:

Chair - no report offered

Vice Chair offered by Nicole - Acted as Chair after our Chair resigned. Membership, see attached. Betty asks what is put in New Member Kits. Nicole advises ACTRA Welcome Letter, pocket rule book, membership card.

Secretary report offered by Carrilee Eddy - see attached

Treasurer report offered by April Haliburton - see attached

Rules report offered by Pat Rideout - With the kind and able assistance of Carrilee Eddy, ACTRA Secretary, the rules are current and on the website. New rules that have been voted on since the little blue rule book was printed can be found on the website in the newsletter/minutes heading and titled pocket rule book insert as of March 2019.

We are nearly out of the little blue rule books and need to discuss this issue in new business.

Newsletter offered by Bev Elliott - Sent Fall newsletter, a couple of e-bulletins and emails to keep membership engaged, up-to-date with Board activity and notifications of events.

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 emailed to Secretary before meeting or given during meeting to help ensure accuracy of reporting to membership.

All reports were accepted as presented - moved by Sylvia seconded by Donna.

Old Business:

- a. Endurance Clinic - addressed in PR report. Limited entries available.
- b. Intro Ride - Betty Dwyer After discussion, edits were made to Intro Endurance ride and will trial for 2019 ride season. Report with edits attached. Original report submitted by Betty 2018 AGM. Betty moves ACTRA allow this ride type as a trial for the 2019 ride season and agrees to report on results at AGM. Dianne seconds. Carried. Lucy moves that rewrite Rule 1.9.4. to exclude Intro Distance Rides. Christie seconds. Carried. Note: Trial ride, no rule change yet.
- c. Breed Awards - Sylvia moves to include Trail Horse points in eligibility for all awards. Pearl seconds, carried.
- d. Ride Results form - Sylvia asks this form be used, it will be included in Ride Kits
- e. Membership forms addressed in Membership Report
- f. Eric and Blake will look at fundraising. Absent
- g. January Thaw - Nicole thanks Barb Swazey for setting up booth and helping.
- h. Judged Pleasure Sheet - Bev presented edited JP sheet to use for trial, accepted.
- i. Board Governance - Although Chester's motion for Chair to provide a copy of Robert's Rules of Order didn't happen, the reminder that ACTRA follows RRoO was helpful. We will continue to refer to them, thank you.
- j. AERC LD 30 minute rule change - April moves to edit our rules to reflect the AERC change. Lucy seconds. Motion carried as follows:
 1. 6L3.2 Course completion time, which is the maximum time competitors are allowed to complete the specified course from start to finish, will be according to the Limited Distance Chart in Appendix A.
 2. 6.L3.4 At then finish, ride time of the competitor continues until a pre-set judging criteria of 60 heartbeats per minute or less is met. (Finishing time is recorded as the time at which the rider asks for and subsequently meets this criteria.)
 3. ****note. in 6L3.4 The sentence beginning with "There is no marked finish line...." is stricken from the rule because now there IS A MARKED FINISH LINE.***
 4. 6I4.1 All equines must stand a mandatory post-ride evaluation within one hour of crossing the marked finish line. Riders may present their equines for the final examination at a time of their choosing during the one hour period. An equine that does not meet the established criteria within one hour of arrival time shall be disqualified. Once a completed equine has passed the post-ride examination, it may not be removed from completion for veterinary reasons.
- k. Constitution - posted on website
- l. ACTRA promo video Christie Cox reports that video was played at Garnet's recent Reunion
- m. Website - Carrilee reports that Gallery is now working for members to post pictures in the Gallery. Sylvia expressed concern about control and at least one other member agreed.

n. Pat moves to have New Ride Surveys created to be sent to the riders. Sylvia seconds. Carried Process to be determined by Pat, Bev, RMs. Bev agrees to work with Pat to create survey.

o) Garnet moves to add "Recommend" to the beginning of Rule 1.3.4 and asks that concerned riders feel confident asking a judge/vet to wash/disinfect/glove their hands before touching their horse. Nicole seconds. Carried

New Business:

a) Pat discusses the Pocket Rule books: cost of reprinting, how many to print after updating, when to reprint. Consensus is it was a great idea but not feasible to continue at this time.

b) Christie Cox reports she has found through research that PEI will allow certain fundraising endeavours without a lottery licence. She is willing to coordinate with PEI members and help anyone interested. Much excited discussion and interest.

c) Sylvia reminds members that the Vet Incentive for rides may be a cost that may not be a good idea as funds decrease each year. Asks members to consider whether to continue or not, reduce the amount of \$200 per day, to how much? Carrilee suggested Sylvia with Treasurer could put together a write up for the Newsletter to engage members and Ride Managers and revisit. Also discusses viewing and sending Master score sheets. Discussion, no motion.

d) Ride Placings for Juniors - Sylvia moves for a 2019 ride season trial Juniors be placed for points among Seniors with Year End awards. Lucy seconds. Motion Carried.

e) Jean and Elliott Bridges Sportsmanship Award. Pearl Skjonsberg talks of this most prestigious award for members who exemplify sportsmanship. Lucy Rudge being the first recipient presented at PEI Autumn Ride 2016 by Ride Management. Jennifer McDonald is the second, 2018. Pearl asks if ACTRA members would like this to continue with ACTRA support or willing to cost share with Pearl & nominator/s, Committee formed? Could it be every 5 years? Interested members can email Secretary who will share with Pearl. Anyone willing to join the committee, please email Secretary or Pearl.

f) Donna Lee asks if there is a place for Ride and Drives in our Rules since we removed Special Events. Discussion.

g) Donna Lee asks if ACTRA/members want to plant a tree in the late David Dyke's name. This has been discussed over the years to honour much-loved members. Discussion, no motion.

h) Donna Lee asks if Ride Kits from Sanctioning will be available on our website for those members who wish to access the kit in that way. Discussion. Bev will work with Donna Munn on that.

Reminder of Elections to be held at AGM. Three members will be at the end of their terms and we are short one Board Member. Any member is entitled to stand for nominations. If you're interested please email the Chair, Bev Elliott or any Director.

Meeting adjourned at 3:48 pm by Lucy Rudge

Respectfully submitted by Carrilee Eddy

April 29, 2019

2019 Secretary Report for Spring Meeting

Secretary reports the following actions in order of completion since AGM Nov.17, 2018:

Nov.18th ACTRA constitution retrieved, re-typed for clarity, both copies posted on website under Newsletters and also emailed to members who expressed they were unaware one existed. I am also on the hunt for ACTRA by-laws and have asked senior members to look for a copy and email Secretary.

On Nov.18th, posted completed AGM Minutes with attached reports to BoD group chat for approval.

Nov.18 Typed BoD meeting Minutes as received from Donna Munn, awaiting approval of Board members to send for posting to website.

Nov.19th, completed edit of Membership and Membership Renewal forms to include yearly membership date correction to Jan-Dec as per Board agreement for Chair to send to Webmaster for ACTRA website.

Nov.20 Received from Donna Munn addendum to BoD meeting Minutes, added this addendum and sent for posting to website after Board approval.

Nov.30th Worked with Vice Chair to prepare notification of resignation for Chair Blake Storey to submit to Newsletter. Board approved, Secretary sent to Vice for addition to website and Newsletter.

Feb.15th, after assisting Rules, Pat Rideout, sent updated ACTRA rule book to Vice Chair for addition to website.

Feb.15 Sent edit of Ride Entry draft to Board for proofing, edit suggestions, approval. Emailed to Vice to send to Webmaster for addition to website.

Mar.10th Asked of BoD - Should the spring meeting details should be posted any time now?

March 13th, contacted Webmaster to fix the option of ACTRA authenticated users to add pictures to Gallery. Added Donna Munn Originals album to confirm it worked as understood and notified member, Donna Lee, who brought it to our attention. Thank you DL and CR Software.

Mar.15th Sent sympathy card to PR Director Russlyn for the sad loss of her husband David. We told her ACTRA has been better for having had David Dyke as a member and that his kind and generous manner of volunteering in any & every way he could would be missed.

Apr.2nd Accepted responsibility for Agenda as per Vice Chair's request.

Apr.11th Posted on Facebook Spring Meeting save-the-date details as per Vice Chair.

Apr.16 Messaged webmaster to ask cost of adding a caption option to each picture as added to Albums on website Gallery as requested by member Garnet Gallant. Option was added at no cost. At this time I thank CR Software for their consistent prompt responses as well as their patience.

Apr.17th Asked Vice Chair to post Spring meeting details on website calendar, reminded by member, Jacqui Tupper. Thank you, Jacqui.

Apr.17th Created first draft, working from 2018 version of Ride Manager letter for Ride Kit on behalf of Sanctioning Director. Emailed to BoD for continued editing and completion.

Apr.17th Received PR Director's Report and Treasurer's reports, reworked and sent back for proofing. Later added good news addendum to PR report. Received Rules report.

Apr.19th Contacted member for formerly used Ride Recap form, thanks to Lucy Rudge. Forwarded to Newsletter Director for updating and editing.

April 22nd, re-sent confirmation email (Oct.2018) from The UPS Store of prices to reprint Pocket Rule Books and emailed to Rules, Pat Rideout.

Apr.22 Presented Agenda to BoD for proofing before sending to members.

Apr.23rd After addition of items, emailed to Newsletter for notification of members.

Apr.24th Jacqui Tupper messaged, declines to remain on the Board and officially resigns. I extend my personal apologies for the mistake made at AGM 2018 in not confirming her resignation as reported and my thanks for her calm creative contributions to the Board.

Treasurer's Report Spring Meeting April 28th, 2019

- . Balance sheet
- . Have submitted membership fee to NBEA in both 2018 and 2019.
- . I did calculations on all balance sheets omitting NBEA Membership Expense as they have yet to cash a cheque.
- . Currently there are 11 participants registered for the Bob Gielen Clinic as of April 17th at \$65 each totalling \$715
- . Bankbook balance as of April 18, 2019 is \$7852.38

Respectfully submitted by April Haliburton, ACTRA Treasurer

Beginning Balance November 1, 2018	7230.91
Revenue:	
Membership and Mount Registrations	1,045.00
Banquet Tickets	516.35
Silent Auction	331.50
Outside Miles	10.00
Bob Gielen Clinic (7 as of Mar. 31/19)	455.00
Total Revenue:	2,357.85
Expenses:	
Year End Meeting Room and Banquet	(709.59)
Awards	(588.61)
Sanctioning Expense submitted by Donna Munn	(337.00)
NSEF Club Membership	(50.00)
Intercity Insurance	(350.00)
January Thaw Booth 75.00	(75.00)
Scotiabank Service Charges	(41.18)
Total Expenses:	(2,151.38)
Total Gain:	206.47
Balance March 31, 2019	7,437.38

Membership report -

For the 2019 year so far here are 63 members.

*34 people paid on old fees - 24 single memberships 10 family = 24 people

* 15 people paid after fee change 10 singles 2 family = 5 people

2019 so far Total singles - 34 Family memberships -12 (equaling 29 people)

3 are NEW memberships 60 renewals

We received 3 horse lifetime memberships paid for 2019 so far

New membership forms are now available on the forms link on our website . Please use them and destroy any old forms you may have :) Please read the instructions letter included. Please scan and email to treasurer@Atlanticriders.ca Or snail mail :)

Happy trails !

Nicole

ACTRA Sanctioning Report Spring Meeting Apr.28/19

Will be a very busy year with 8 weekends booked for rides, starting May 19th and ending Sept.21st.

There will be a choice of 4 JPs, 3 IDRs, 7 CTRs, 2 LDs, 1 Intro Endurance Ride and 2 Endurance rides for a total of 474 miles.

Ride kits will contain all of your needed paperwork. Ride results and sanctioning fees must be submitted to the appropriate person within two weeks of your ride date.

There is no rulebook in the kit but is on the ACTRA website and can be printed out or keep a copy accessible on your phone or tablet for quick access.

Special thanks from me for all the time and effort by the BoD the last few months revitalizing our antiquated-looking forms into very professional forms including PDF fillable forms on our website.

Happy trails,
Donna Munn

Actra Spring Meeting 2019

PR Report

I would like to thank Nicole Mattatall for organizing the January Thaw 2019. Well done Nicole!

I have asked NSEF for funding support for the Bob Gielen Trail Riding Clinic. NSEF will be making their decision this month.

I sent a thank you e-mail with a picture of the winner to Trevor Lawson of Fundy Veterinarians for their generous donation of the Nutrequin Elite vit/min. supplement, which made 90\$ towards Actra's year-end silent auction.

The Spring into Stanley ride and the Copperhill rides have been posted in the NSEF and NBEA e-calendars. I will be posting the remaining rides in both calendars.

The Bob Gielen clinic is completely planned. Now we need Actra members to support this event by either promoting or attending the clinic. A reminder that there is limited seating and the entries need to be in by May 15th.

I would like to thank my committee members for all their devoted hard work. The clinic committee is pleased to announce that we are already close to breaking even. 15 entries is the break even #. If there is a short fall, there is 3 committee members that will take care of the difference, therefore there will be no cost to Actra.

Respectfully submitted,
Russlyn Patriquin Dyke
PR Director for Actra

Atlantic Canada Trail Riding Association

Statistician and Awards Report

Spring meeting, April 28th, 2019

- The 2018 awards went well...I think. I received correspondence from only one member asking for an award clarification. There were no reports of any mileage errors or point miscalculations (yay!). It was a bit frustrating however, to plan the meal. Perhaps the traditional meeting/banquet/awards is dwindling in popularity and other options be considered (to the next person who volunteers to plan that day...good luck with that).
- I still have some certificates and plaques from the 2018 awards ceremony that need to get to their new temporary homes so they can be proudly displayed. Hopefully some will move on today. Due to the rotating postal strikes last fall I chose not to mail the plaques for fear they would get caught up in the conflict. I will however, mail anything that is left over after this meeting.
- There were two new Plaques purchased this Year for Limited Distance rides. Thank you to Russlyn and Dave Dyke for looking after that for me this winter. While I don't see a need for any immediate purchases at this time, I would like to see our standing trophies eventually be replaced with flat plaques as these tend to store easier and travel well.
- I like the stall plaques that were purchased for the keeper awards. They were reasonably priced, allowed for lots of flexibility in design, and they were sized and shaped to give the recipient a variety of options for storing or displaying them. I am aware however, that 2018 was the second year for these. Therefore, in the interest of keeping things "fresh", if any members have other suggestions/ideas for this award please feel free to bring them forward for discussion.
- The Board of Directors has been diligently working on updates and improvements to many of our documents. One of these amended was the Master Scoresheet for CTR/IDR. While the modifications made were minor, they were necessary to reflect rule changes and clarify reporting procedures. To that end I would ask that ride managers who are hosting CTR's or IDR's use only the Masters that are included in your kit or on the website and destroy any older copies you may have on hand from previous years.
- I believe this has been a productive winter/spring session for all of us on the ACTRA Board of Directors and I am sure the dialogue and the progress will not end there. As we all look forward to a successful competitive distance riding season I can assure you that as Statistician, and a member of the board and this club, I will continue to bring forth and discuss issues and ideas that will move this association forward in a positive and prosperous way.

INTRO ENDURANCE RIDE - Trial for 2019 Ride Season
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 "Intro/Fun Rides". Intro Endurance Rides must be included on the sanctioning form and held in conjunction with an ACTRA Limited Distance or Endurance ride or an ACTRA Endurance Clinic.

1. Ride Managers have flexibility with Intro Endurance 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. At least one control check point of some kind is required during Intro Endurance Rides sanctioned for 10 miles or more. (for example: pulse and go) This does not preclude the pre-ride or post-ride exam.
4. All Intro Endurance 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 ride.
5. Riders may not elevate from an Intro Endurance Ride.
6. No points are awarded for the equine or owner.
7. Miles are awarded for the equine and rider upon completion requirements. Ride results for these distances (other than mileage) will not be reported to ACTRA and will not be published.