

**ACTRA AGM Meeting
November 19, 2022
Coastal Inn - Sackville, New Brunswick**

Meeting was called to order at 1:11pm with 20 members in attendance

Jacqui Tupper	Bertha Harrison	Chester Gillan
Leia King	Lucy Rudge	Elwood Munroe
Jennifer McDonald	Sherry Brooks	Garnet Gallant
Donna Munn	Kora McDonald	Ava Lee Mattatall
Christie Cox	Kim Dellacioppa	Chris Mattatall
Sylvia Gillies	Carrilee Eddy	Nicole Mattatall
April Haliburton	Bev Elliott	

Regrets from Susan Hovey and Elspeth Gonzales Moser

Opportunity for new agenda items to be added. None were added.

Minutes from the Spring Meeting on May 1, 2022 were read by Christie Cox. Bev Elliott accepted, Chester Gillan seconded. Accepted.

Christie Cox read the BOD meeting minutes from Nov 18, 2022. Jennifer McDonald accepted, Kim Dellacioppa seconded. Accepted.

Reports Read:

Chair - given by Jacqui Tupper. See attached

Vice Chair - no report

Secretary - given by Christie Cox. See attached

Treasurer - given by April Haliburton. See attached

Statistician - given by Sylvia Gillies. See attached.

Sanctions - given by Donna Munn. See attached.

Newsletter - given by Leia King

Public Relations - No report. Elspeth Gonzales-Moser has resigned prior to meeting.

Rules - No report

Nicole Mattatall moved the reports to be accepted as read. Kim Dellacioppa seconded. Accepted.

Old Business

- Pictures to Website

This is work in progress. Pictures can be added, members will be encouraged to do so.

- Incorporation - Sylvia Gillies

Incorporation has proven to be a challenge. It will be \$300/year for board insurance and once the club is registered and the club folds it will be a hassle to get unregistered. Given the small growth we have seen we will leave it as is for now.

- Change Name of Meetings - Sylvia Gillies

We have solidified that there is a Spring meeting and only one AGM in the fall.

- Rule 8.3.5 - Garnet Gallant

Garnet is willing to pay \$10 per ride to transfer AERC miles to ACTRA. He is asking for the exception to not pay the yearly membership from the years he has missed. Garnet motions that an exception to the rules be made to allow him to receive credit for his outside miles accrued over the years that he was not an active ACTRA member. He will provide a list to Statistician and pay the \$10 ride transfer fee per ride. Seconded by Nicole Mattatall. Motion carried.

- Perpetual Trophy - 1st Place Jr Endurance - Elspeth Gonzales-Moser

Elspeth was not in attendance. We decided not to go with the \$200 trophy Elspeth suggested. We have repurposed a plaque for the perpetual trophy.

- Constitution - Sylvia Gillies

The constitution has not been updated since 1992. Sylvia feels it has not been referred to properly. A committee was formed at the spring meeting but has not met due to busy summer schedules. Will meet over the winter.

New Business

- Official ACTRA Logo on Award Jackets - Lucy Rudge

Lucy has noticed that some awards jackets do not have "distance riding" on the bottom of the logo. Lucy will investigate to make a list for the spring meeting of places that do have our correct logo on file. Nicole offered assistance. Will revisit in the spring.

- Mounted Clinics (Info Session & Mock Ride) - Lucy Rudge

Lucy suggests this will be a new way to attract new members. Sarah Tiller reached out to Christie Cox and looks to have a good background for several topics that would pertain to the club. Christie will reach out to Sarah and see if there is any interest in doing an information clinic over the winter. Interest expressed in featuring her in a newsletter and connecting her with membership.

- Committee for New Ride Managers - Lucy Rudge

Will discuss this topic under "Moving Forward"

- New Website Platform - Leia King

Leia would like to see a new modern platform. Decided to add more current photos to make the website more appealing. Carrilee clarified with BoD that members are permitted to add photos.

- Rule Clarification - Garnet Gallant

1.3.3 - Any person may judge at any ACTRA ride if they have an immediate family member competing or has any monetary interest in any horse entered in the ride. Upon completion of the final exam and receiving a final score, the horse and rider will receive mileage credit only

5.1.12 - If an Endurance Ride is AERC and ACTRA sanctioned, we will default to AERC rules.

Garnet suggested that ACTRA Rules should still apply when a ride is AERC sanctioned. The rules person is to look at this and a clarification will be presented in the spring.

- Modifying Election Process - April Haliburton

April suggests that we need an up to date election process along with getting the term positions back on track. Jacqui proposes that anyone who has been on the board for 3 years or who are resigning take on a new 3 year term. Leia will work on a form so we may get anonymous votes out to all members via email. Jacqui proposes that we look at a short term solution until growth happens. Will revisit in the spring for how long the terms are.

- Moving Forward - Jacqui Tupper

ACTRA is dwindling, we are in “survival mode” and need to narrow our priorities. We need to find a way to grow both membership and rides. Nicole would like a booth at the equine review. Chester - we need to make contact with every member on if they are coming back and if not why. Try to drum up that we are moving forward and this is a “new” club. Remind members that they are valued and are a voice. Send personalized emails and find out how people actually feel about attending meetings, hosting and attending rides, joining ACTRA. Put a “help” tab on the website to get people to connect ex. connect for transportation/mentor information. Website recognized as a valuable resource and may be underutilized.

From the floor

- Signature on Club Bank Account - Lucy Rudge

Lucy suggests that there should be more than one person listed on the bank account. April agrees just in case of an accident. Lucy makes a motion that two or three people have signing authority on the bank account. Carrilee Eddy seconded. Motion passed.

- Intro Endurance Rides (INE) - Sylvia Gillies

Tabled till the spring. Interest in continuing these rides expressed by Lucy and others.

- Halter Plates - Sylvia Gillies

Sylvia has noticed that the halter plates are getting more expensive. Tabled to spring

- Certificates - Sylvia Gillies

Tabled till the spring

Nominations for five (5) new BOD members:

Bev Elliott nominates Carrilee Eddy. Carrilee accepted.

Garnet Gallant nominates Lucy Rudge. Lucy accepted.

Carrilee Eddy nominates Nicole Mattatall. Nicole accepted.

Sylvia Gillies nominates April Haliburton. April accepted.

Jacqui Tupper nominates Christie Cox. Christie accepted.

April Haliburton nominates Sylvia Gillies. Sylvia accepted.

Bertha Harrison adjourned the meeting at 4:27pm seconded by Leia King.

Board of Directors as of November 19, 2022

Jacqui Trim Tupper - Chair

Susan Hovey - Vice Chair

April Haliburton - Treasurer

Carrilee Eddy - Secretary

Jennifer McDonald - Statistician

Christie Cox - Sanctioning

Lucy Rudge - Rules

Leia King - Newsletter

Nicole Mattatall - Public Relations

ACTRA Balance Sheet 2022

Beginning Balance November 22, 2021: 6465.88

Revenue:

Memberships		1155.00	
Mount Registrations		75.00	
Sanction Fees:			
Spring Into Stanley	70.00		
"Claire CTR"	40.00		
McDonald's run	105.00		
Kiss My Axe	120.00		
Milk Run	100.00	435.00	
Total Revenue:			1665.00

Expense:

Spring Meeting Room		172.50	
NSEF Club Membership		50.00	
NBEA Club Membership		40.00	
1000 Mile Blanket		80.00	
Ride Incentive		400.00	
BOD Expense			
Treasurer (Toner)	136.84		
Sanctioning	107.67	244.51	
Scotiabank Service Charge			47.00
Total Expense:			(1034.01)
Balance Ending October 31, 2022:			7096.87

The year 2022 saw 47 total members; 6 new and 41 renewals, 46 seniors and 1 junior. 5 family memberships and 35 single memberships were purchased.

There were 3 new Mount registrations.

I want to extend special thanks to Niicole Mattatall for once again recording all the memberships and mount registrations on the web page and creating membership cards for all of us.

Happy trails,
April Haliburton,
Treasurer

Atlantic Canada Trail Riding Association
Statistician and Awards Report
Annual General Meeting November 19, 2022

The 2022 ACTRA competitive season saw twenty-six members collecting miles in the ten rides offered by five ride managers. With some of the rides being offered on the same date riders could access a maximum of eight competitions. These numbers are, for the most part, similar to last year with a total of twenty-six riders, ten competitions hosted by four ride managers, and a maximum of six available rides per competitor. While there was not much of a change between these two years there is a definite decrease in growth of both competing members and competitions available if you compare to the 2019 season which had 51 riders, 19 rides offered by six managers and thirteen rides available per member. Out of the members competing this year there were eight that entered one ride, four entered two rides, nine entered three rides, and five entered more than three.

The master scoresheets continue to improve each year with only a couple of issues that need to be addressed. First of all it is important that ride managers make sure both member and horse numbers for all entries be recorded on the masters and ensure that membership is current. If numbers are missing I have to search these and it takes considerably more time to enter the data. During my time as statistician I have encountered at least one rider per year and sometimes more that has not renewed membership but has entered rides using their expired number. One solution to this would be for all ride managers to ask for a copy of the current membership card to be included with the entry. This could just be a picture in a text, an email or a photocopy. This would ensure that at the very least, the managers have access to both numbers and current memberships.

I am still looking for insight on how the statistics page of the website can be improved to make data entry more efficient. As I have mentioned before the website does not total points or miles and it requires three separate data entry points per person per ride plus two entry points in a manual ledger.

AWARDS

I have (hopefully) completed both the missing 2021 and the 2022 awards. There is still issues with the logo that has delayed at least one jacket but hopefully this will get resolved shortly. I do have a couple of items that I would like to mention

There is currently the following stock of rider mileage badges: 300- 250 mile badges, 14-500 mile badges, 4-750 mile badges, 2 each of 1000, 1250, and 1750 mile badges. I believe it was decided at some point that these would be discontinued once they were gone. My question: Do

we want some other form of incentive to be offered or will we continue on with only recognition at the thousand mile increments?

Related to this is the current practice of giving out "halter plates" for every 250 mile horse increment. The cost of having plates engraved has gone up considerably over the years with it now being an average of six to ten dollars depending on the size of the engraving and number of letters. I am not aware if any past decision was made regarding the continuation of halter

plates. There is very little easily attainable documented evidence regarding what type of awards are offered and what standards are to be followed. I would like to see this rectified to make it easier for successive Award persons to know what is required.

One final note before closing. I feel the combination of statistics and awards is a huge undertaking for one person. Not only does this person have to receive master scoresheets all ride season and enter them into a tedious database but at the end of the season (October 31 st)

there is such a limited time to get points added and trophies sent away for engraving, etc. This not only is time consuming and puts a lot of pressure on one person to ensure that names and points are correct, trophies are located and gathered, etc. It is also a financial burden as well since all the awards currently have to be paid for initially by this director. This may be a sticking point for a future stats and awards director. Some suggestions for improvement in this area may include splitting these jobs up, forming a committee, moving the ride season closing date back, having the awards presented at the spring gathering rather than the AGM and developing a plan for meeting the financial requirements of award purchases.

Final thought, there are a lot of certificates etc. over the years that have not been collected by the recipients. I am wondering what should be done with them. Mailed via snail mail? Scanned and emailed for the recipients to print off? Any other suggestions?

In closing I will offer the usual disclaimer: There may be mistakes. If you feel I have erred in any way please let me know and I will try to rectify it. To those who won awards and/or gained mileage this year you have my sincere congratulations! I look forward to seeing everyone on the trails in 2023.

Happy Trails, have a great winter,
Sylvia Gillies, statistics and awards director

Atlantic Canada Trail Riding Association

November 19, 2022

Sanctioning 2022 Year

It was a bit busier year from the 2 previous Covid years. The total mileage available was 298 miles made up of 3 JPs, 4 LSs, 2 Endurance, 2 CTRs and 1 IDR.

“Let's do it again” in Stanley was cancelled due to Fiona.

All ride kits were delivered to RMs which saved on postage expenses.

I am resigning from the BoD this year and wish the new Sanction person all the best. I am only a phone call away if there are questions. All forms are on a jump drive.

Respectfully submitted

Donna Munn
Sanctioning

For those of you who don't know me, my name is Leia King. I have been a member of ACTRA since 2021 and I was mentored for my first year by Jacqui Tupper as a junior and am now a senior member.

Since my joining of the BOD on May 1st, 2022 I have published 1 newsletter and another is to come out near the end of the month. I would really appreciate it if any future Ride managers would send me a small write up on their ride along with the unofficial results and any photos while it's fresh, this way I can guarantee it will make it into the next newsletter!

If anyone has any ideas for any future newsletters feel free to reach out to me at any point as I am always open to ideas. I look forward to what is to come!

Hello Everyone

We have had a very strong summer working together as a team. We have had 4 virtual meetings that have been very successful. Now that we have moved to the google platform with our emails we have access to Google Drive to share documents and make collaboration a lot easier.

Respectfully submitted

Christie Cox
Secretary