

ACTRA 2026 Spring/AGM Minutes

April 25, 2026 Amherst Police Department, Francis Community Room, 21 Havelock Street

Meeting called to order at 11:00 am with 10 members in attendance plus 5 virtually

Lucy Rudge, Sylvia Gillies, April Haliburton, Kim Crowell, Jennifer McDonald, Kim DellaCioppa
Elwood Munroe, Russlyn Patriquin-Dyke, Kora McDonald, Amy Schneider.
Guest speaker Kaaren Lebert

Bev Elliott, Carrilee Eddy, Lynn Beazley, Donna Munn, Karen Jonah-Brown attended virtually via
FB video chat and Aleida Tweten sent her regrets

Minutes from the Spring Meeting 2025 and AGM 2024 *approved as amended - end of season
ride date change erroneously recorded. Amend to "Discussion was had" instead of "decided".*
Moved by Carrilee, seconded by Kim DellaCioppa. Passed.

Reports Read:

Chair, Jennifer - see attached

Vice Chair, Kim D - Hopes for much better weather so we can have a good ride season

Secretary, Carrilee - see attached

Treasurer, April - see attached

Statistician, Sylvia - see attached

Sanctions, Kim C - see attached

Newsletter/Public Relations, Kim C - see attached

Rules, Lucy Rudge - see attached

Russlyn moved to accept reports as read, Kim DellaCioppa seconded. Passed

Committee Reports:

Vet Incentive, Sylvia & Kim C - Sylvia moves we accept proposed Guidelines as written with
the condition that we add all of the Ride types spelled out, and note Judged Pleasure rides are
not to be considered. The event will still be eligible if one or more rides in the event are cancelled
provided that all other criteria are met. Motion to accept by Kim C, seconded by Lucy. Passed

New Ride Manager Guidelines, Kim C & Jennifer - This is a work in progress, see Draft
Checklist & Handbook on the ACTRA website.

Constitution and By-laws, Kim C & Sylvia - Sylvia moves to accept the amendments to the
Constitution. Russlyn seconds. Passed. Sylvia moves to accept the amendments to By Laws.
Russlyn seconds. Passed. *These amendments were presented today in the document ACTRA
Draft Constitution Amendment Proposal circulated by email to all ACTRA members prior to this
meeting and discussed at this meeting today.* The original proposal has been posted on the
ACTRA website since Spring 2025.

Old Business

- Trail Horse Score Card - This is judges' preference so Sylvia moves *we remove AM, ½ way, PM, sections from the Trail Horse Score Sheet*. Russlyn seconds. Passed.
- Call for member action - Kim C spoke to actions taken on ideas voiced at the 2025 Spring meeting
- Sanction kits rule change - *Kim C moves to remove JP Trail Horse Master Scoresheet from website*. Lucy seconds. Passed.
- Ride season dates - *Kim C moves to amend 10.3 of Constitution that the ride season runs from Oct.6 of previous year to Oct.5 of current year*. Sylvia seconds. Passed.

New Business

- Judged Pleasure, Sylvia - see attached report. *Kim C moves to adopt JP Score Sheet and JP Master Sheet as submitted by Sylvia to Kim C*. Kim D seconds. Passed.
- Special membership incentive, Kim C - *Kim C moves that Special Membership Initiative put forth by BoD be implemented until December 31, 2026*. Kim D seconds. Passed.

Nominations for Board Members:

April, Lucy and Jennifer do not reoffer
Carrilee, Kim C, Kim D and Sylvia all reoffer

Aleida Twetan nominated by Kim Crowell
Amy Schneider nominated by Sylvia

Board of Directors as of April 26, 2026 -
Aleida Tweten, Amy Schneider, Carrilee, Kim Crowell, Kim DellaCioppa, Sylvia Gillies

Lucy moved to Adjourn and Kim C seconded
Next meeting: AGM November 14, 2026, location TBD

Rules Report

There have been several rule book updates completed this year.

There are a couple that are in the process of being updated.

Thanks to Carrilee Eddy and Roy Drinnan (C R Software Inc) for their help with this.

Respectfully submitted

Lucy Rudge

Rules Director

PR & Newsletter Director Report for period of April 27, 2025 to April 25, 2026

- Two newsletters sent out during this period. One on June 11, 2025 and one on Jan 20, 2026. Next Newsletter planned for first week of May 2026.
- Invitation letter to past members to rejoin sent out via email on May 21/25.
- Five Facebook chats hosted: Feb 25/26 – Ride Manager Round Table, Mar 11/26 – Introduction to ACTRA and Competitive Distance Riding, Apr 1/26 – Endurance Riding, Apr 15 – Opportunities to Volunteer (Cancelled), Apr 22/26 – Judged Pleasure Rides.
- ACTRA Survey – sent out via FB and email to past and current members on Feb 22/26; results will be in next newsletter.

Sanctioning Director Report for period of April 27, 2025 to April 25, 2026

- With the resignation of Christie Cox from the Board in Jan 2025, Kim Crowell assumed the role of Sanctioning Director on an interim basis until the Fall elections and was granted access to the actrasanctioning@gmail.com email account which gave her access to the various forms to include in the sanctioning kits. The fall AGM was not held, so Kim has continued to serve as Sanctioning Director until the Spring 2026 meeting and elections.
- There were 13 rides sanctioned for 2025 but only 3 rides were held due to cancellations caused by trail closures and bans on accessing woods trails in both NS and NB.
- The Sanction Request form has been updated on the website to reflect all ride types and the personal contact info for Christie Cox has been removed.
- There are four rides sanctioned for 2026 so far and are on the Calendar tab of the website.
- A combined 15 mile INE and 30 mile LD is being planned for Saturday, Sept 26, 2026 at Kenmar Farm. More details to come.

ACTRA Balance Sheet January 1, 2026 to March 31, 2026

Beginning balance January 1, 2026		5294.11
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Revenue

9 Single Memberships	215.00	
3 Two Year Single Memberships	120.00	
4 Family Memberships	190.00	
Mount Registrations x2	50.00	
Total:	575.00	575.00

Expense

NBEA Club Membership	40.00	
Equestrian NS Club Membership	50.00	
Bank Fees (\$6/month)	18.00	
Total	(108.00)	(108.00)

Balance Ending March 31, 2026		5761.11
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ACTRA BOD Meeting Jan. 14, 2026

Beginning balance April 1, 2025		5980.96
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Revenue

Memberships	370.00	
Outside Miles	40.00	
Sanction Fees	120.00	
Total	530.00	530.00

Expense

Acera Club Insurance	385.00	
Web Hosting CR Software	106.01	
Clinic Series	487.09	
Milestone Award Jacket	80.00	
Statistician year end	104.75	
Bank Fees (\$6/month)	54.00	
Total	(1216.85)	(1216.85)

Balance Ending December 31, 2025		5294.11
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** Note: 2025 Memberships total 915.00 Mount registrations \$75

Secretary Report - Carrilee Eddy

The Board of Directors meet via Facebook Video Chat and dates are very flexible in order to accommodate everyone's schedules. They are monthly, with the exception of December and usually two hours. They will hopefully be shorter once the Constitution & By Laws are complete. I would like to see these meetings run with Roberts Rules of Order so we can manage time well and keep order. Board FB chat is ok for time-sensitive and simple questions.

I'd love to have Agenda items and reports emailed to me a week ahead of the scheduled meetings. Most are happy and able to do so which is greatly appreciated.

I don't agree the Constitution & By Laws are ready for approval but they're very close. I would like to see greater engagement with Members once the edits are complete and the documents are merged - maybe via FB chats as Kim C hosted over the winter. Those chats I attended went well - Kim C is an excellent public speaker and participants were really engaged.

Since Spring 2025, I have mailed three condolence cards to members.

I continue to help as best I can with Rules and Membership.

I have heard from members that they are looking forward to this year's JP rides and a few are hoping for some Distance ones, too. I am hopeful there will be fun rides again this season.

Chair Report - Jennifer McDonald

It's not that big....but our last year was kind of a bust....soooo hoping this year will make up for it....glad to see some rides in the calendar.....sooooo here is to a great year ...Jen

2025 Statisticians Report
For 2025 AGM/ Spring meeting 2026
April 25, 2026

Due to the wildfire threat there were only three ACTRA sanctioned Judged pleasures offered during the 2025 competition season for a total of forty-three miles. One JP offered fifteen miles while the other two were sanctioned for fourteen miles.

There were seventeen riders and sixteen equines participating in these competitions. From these, there were twelve horses and twelve riders that added to their cumulative mileage. There were nine horses and riders who completed one ACTRA ride, and three completed three rides. Two horses and two riders added outside mileages to their records as well.

Congratulations to our 2025 mileage milestone award winner Russlyn Patriquin-Dyke. She has accumulated a lifetime total of 4,023 sanctioned miles.

Breeds competing this past season consisted of five Arabians, one Appaloosa, one Icelandic, one Thoroughbred, and one Part-bred Arabian. There were three grade horses who participated as well.

I commend the ride managers for sending complete master score sheets in a timely manner. I do have some ideas for changes to the masters which I believe will help make them more user friendly and efficient. These will be formally presented to the membership at a later date.

I would like to end by congratulating all the award winners and everybody who got out in 2025 and competed despite the challenges of the year. I look forward to watching the numbers grow in 2026.

Sincerely,

Sylvia Gillies 2025 Statistician

Judged Pleasure presentation
to ACTRA AGM/Spring meeting
April 25, 2025

I believe that Judged pleasures are a valuable tool to have as part of our ride catalogue for many reasons. For some riders it provides a safe introduction to the sport of competitive distance riding and aids in developing a basic skill set that will allow them to move up to the next steps with confidence if they wish to do so. For others it can be a landing place, allowing those who may be juggling careers, finances, health, family and equine limitations, to participate in a less demanding competition while enjoying the benefits of the trail and the social aspects of our sport. For the first time ride manager it should provide a soft entry into the world of hosting a competitive ride. Here they can learn the basics of sanctioning, field of play preparation, trail marking, volunteer gathering, filling out required forms, etc. in more relaxed environment. For a judge it should be a place that provides a positive experience and encourages them want to continue on in that role in the future.

For these reasons I am presenting some changes to the Judged Pleasure Horsemanship scorecard and the Master Score Sheet that I feel will improve the Judged pleasure experience for all of the above. For the Horsemanship scorecard I am suggesting removing the point values previously assigned to each category and removing the AM/ PM half way lines. I strongly feel that this benefits both the rider and the Judge. For the judge it allows more room to make positive constructive comments and base placings on their overall impressions rather than relying on in-the-moment point deduction values, and at the end of the day a tedious point tally. For the rider I believe that a card with comments that do not include negative point deductions would be a less discouraging and more positive learning experience and would do more to encourage continued participation.

To align with this new scorecard I have made some suggested changes to the master score sheet. The current master requires points to be listed in each category for each rider. For a ride manager, filling out the sheet in this format can be a time consuming and tedious end to an already tiring day, especially if there is a large number of riders. This I feel is totally unnecessary as the point values from ride to ride have no value on the year end placings since the club simply uses set values for placings and not points awarded. I also feel that having total point values advertised on the website can be discouraging for new riders who are just learning. In closing, I feel that as our club enters into this phase of regeneration and our focus switches towards growing our ACTRA community, we need to provide a space that is welcoming , inclusive and supportive to our next generation riders, our ride managers, our volunteers and our judges. I believe these changes are a positive step towards this goal.

I want to thank you for considering this proposal and I look forward to questions and ideas to improve on these templates.

Sylvia Gillies,

ACTRA Draft Constitution Amendment Proposal

Submitted by Kim Crowell and Sylvia Gillies

Subject: The structure of the Board of Directors

The current constitution as noted on the ACTRA website under the Newsletters/Minutes tab in the document called “Constitution (re-typed)” describes the structure of the Board of Directors as follows:

Directors:

ACTRA will elect directors to a maximum three year term. Whenever possible the terms of the board will be such that one third of the board comes up for re-election each year. Should a director leave office before the normal completion of their term a replacement director will be elected to complete the original term.

Officers:

The board of directors will appoint the following officers: Chair, Vice-Chair, Secretary, Treasurer, Rules, Newsletter, Sanctions, Publicity, Statistician. These positions are normally appointed from the directors but may be appointed from the general membership

Based on the number of Officers described above, the Board can consist of up to nine members, but the current constitution does not state specifically the minimum number of Directors that are to make up the Board and there is an option for some positions to be appointed from the general membership.

The draft Constitution currently being considered by the membership and due to be voted on at the AGM/Spring meeting on April 25, 2026 contains the following sections in Article 9 – Board of Directors that relate to the size and structure of the Board:

Article 9 – BOARD OF DIRECTORS

1. Elections for eight Directors- At- Large will be held at the AGM each year and will form the Board of Directors. Nominations will be taken from the floor or through a Club approved virtual platform.

2. The following positions will be appointed from the eight Directors-At-Large by the newly elected Board: Chair, Vice Chair, Treasurer, Secretary, Director of Sanctions, Director of Statistics, Director of Public Relations and Newsletter, and Director of Rules.

3. An individual must be a member in good standing in order to be nominated as a Director and has paid their membership dues by no later than January 15 of each calendar year if they are a

renewing member.

4. If a member wishes to be nominated as a Director but is unable to attend the AGM either in person or virtually, another member can nominate them if they provide to the Chair prior to the commencement of the AGM, a written and signed statement from the individual that they are willing to be nominated as a Director.
5. The term of office for each elected Director shall be for a period of three years. Directors may be re-elected for any number of terms.
6. Each Director has only one seat on the board.
7. If a Director fails to fulfill their duties and responsibilities, the Chair has the responsibility to discuss the issue with the Director in question, and request the Director resign their position on the Board if they are unable to complete their responsibilities. If the Director refuses to resign, the Chair can ask the remaining members of the Board to vote on removing the individual from the Board. If the majority of the Board votes to remove the individual, they may do so and invite a member to be an interim Director until the next AGM.
8. If a Director resigns, or is removed from the Board, prior to that year's AGM, the Board has the authority to appoint a member as an interim Director to fill the vacancy from the membership at large. An election to fill the vacancy will then be held at the next AGM and the newly elected Director will commence a three-year term.
9. If a Board member chooses to resign prior to the end of their term, they are expected to submit a written notice of resignation to the Chair that includes the effective date of the resignation.
10. The Board may, at their discretion, shuffle roles on the Board at any time during the calendar year with the consensus of the simple majority (50% plus 1) of the Board members.

We are proposing the following sections of Article 9 be amended as follows:

9.1 Elections for a maximum of seven and a minimum of five Directors-At-Large will be held at the AGM each year and will form the Board of Directors. Nominations will be taken from the floor or through a Club approved virtual platform.

9.2 The following positions will be appointed from the duly elected Directors-At-Large: Chair, Vice-Chair, Treasurer, Secretary, Sanctions, Rules, Statistics, and Public Relations and Newsletter Directors. Any Board member can ask for and/or accept assistance from any member in the tasks assigned to their position, but the Director is ultimately responsible for the tasks assigned to each position on the Board as outlined in the By Laws.

9.6 Each Director can fill more than one position, but they will only have one vote on the Board.

The following corrections should be made to the noted sections of the draft By Laws:

- 7.1 should read: **All meetings will be conducted in accordance with Roberts Rules of Order.**
- 9.3 should read: **All posts to the Members Only – ACTRA page will be monitored and approved by an Administrator based on the guidelines noted in the About – Rules from the Admins section of the page prior to being made live - except for posts created by a member of the Board. Posts made by Board members will be posted automatically and it is up to the Board member to ensure the content is appropriate.**
- Appendix A 6.2 should read: **co-ordinating the preparation of prizes and certificates for year end rewards, including proofreading all content;**

- Appendix A 8.1 should read: publishing a minimum of three Newsletters (or some form of communication to all members) each calendar year via email to all active members and posting each communication on the club's website under the Newsletters/Minutes tab.
- Appendix A 8.4 should read: gathering ride results from Ride Managers within 2 weeks after each ride for publishing in the Newsletter and on both the Members Only Facebook page and the open Facebook page;

We have no other changes to suggest to any other sections of the draft Constitution or By Laws.

We believe these amendments better reflect the reality of the needs of the club and will make the Board more efficient and effective in the future.

Respectfully,
Kim Crowell and Sylvia Gillies
April 15, 2026.