

Board of Directors meeting
November 16, 2019
Coastal Inn Sackville, N.B.

Called to order at 1025

Present- Bev Elliott, Pat Rideout, Donna Munn, April Haliburton, Nicole Mattatall

Absent- Sylvia Gillies, Russlyn Patriquin-Dyke, Carrilee Eddy

Reports to be read at the general meeting with the exception of Sylvia's. It was read in case there was something that needed to be dealt with by the board but there was nothing pressing that the board had to take care of immediately.

There was no endurance Canada report.

Bev recommended that we not continue with a membership in the Equestrian Canada Organization. This will be brought up at the general meeting.

Donna Munn requested to read her report. (There will be a copy of this report in the general meeting minutes.) It was decided that the master scoresheet should be duplicated with one sent to the newsletter editor and one sent to the statistician. This way the results of rides can appear in the newsletter and on Facebook in a timely manner. This will also eliminate the need for a ride results sheet and result in less paperwork for the ride managers.

There was a discussion around the ACTRA Facebook page. It was decided that the present one will not change as ACTRA does not "own" that page; however, we will set up a "members only" page using the chair as the admin director and moderated by the membership director. So presently this will be administered by Bev and moderated by Nicole.

Motion to adjourn by Pat

Respectfully submitted,
Pat Rideout
Acting Secretary

**ACTRA Annual General Meeting
November 16, 2019
Coastal Inn Sackville, N.B.**

Meeting was called to order at 1245 with 17 members in attendance

Pearl Skonsberg.	April Haliburton	Jacqui Tupper
Janice Macswain.	Bertha Harrison.	Garnet Gallant
Donna Lee Cole.	Chester Gillan.	Susan Hovey
Kaaren Lebert.	Elwood Munro.	Donna Munn
Elsbeth Gonzales.	Lucy Rudge.	Christie Cox
Pat Rideout.	Bev Elliott	

Regrets from Sylvia Gillies, Russlyn Patriquin -Dyke, Carrilee Eddy

Minutes from spring meeting were read. Correction-previous meeting minutes that were read were from fall meeting. Correction will be made. Motion made to accept minutes as corrected by Donna Munn. Seconded by Bev. Accepted.

Minutes from board meeting of November 16, 2019 were read. Motion to accept minutes made by Jacqui Tupper, seconded by Susan Hovey. Accepted.

Reports read:

Secretary- no report

Treasurer- given by April Haliburton. See attached

Membership- given by Nicole Mattatall. See attached

Sanction- given by Donna Munn. See attached

Rules- given by Pat Rideout. Rules are up to date on the website. We will not be having anymore little blue books printed as although they are convenient they are too costly to reprint. Please print off website.

Statistician- prepared by Sylvia Gillies: read by Pat Rideout. See attached

Public Relations- no report available except that Christie Cox has the P R box if anyone wants it.

Newsletter- given by Bev Elliott. There was one newsletter published

Equine Canada- no report

Kaaren Lebert moved that reports be accepted as read. Seconded by Susan Hovey. Carried.

Old business:

A) Fund raising endeavors- Christie Cox did not look into any lottery possibilities

B) Vet incentive- there was discussion as to whether we still want to do this and it was a "yes" for now.

C) 2019 trial for placing juniors with seniors- this was tabled until the spring meeting.

D) Jean and Elliott sportsmanship award- No committee was formed. Perhaps membership can nominate someone they feel is appropriate? Perhaps even limit it to every five years? Nothing definitive was decided.

E) Electronic ride kits on the website- we need an itemized list on the website. There will be a report about this in the spring.

F) Trial for 2019 season re: intro rides held in conjunction with endurance/ limited distance rides. Betty Dwyer was not present to discuss her experience re: same. Moved by Donna Lee Cole that we trial it for another year. Seconded by Donna Munn. Carried.

G and H) Trial for 2019 season of new scoresheet and result of the survey. The results of the survey were published on Facebook prior to the meeting so members were aware of them. Sylvia Gillies' letter to the members outlining her concerns was read. After some discussion Donna Lee Cole made a motion that as a trial for 2020 we use IDR scoresheets in judged pleasures. This is to be an untimed event. Only miles will be given to horses and riders. Horsemanship is to be offered as well using our original scoresheet but again with no placings. Management can offer prizes if they wish. This was seconded by Nicole Mattatall and carried.

I) January Thaw- Nicole Mattatall motioned that funds be increased this year. Seconded by Christie Cox. Motion withdrawn. New motion- Nicole Mattatall moved that we try the Equine Review in Sussex instead of the January Thaw this year. Seconded by Kaaren Lebert. Carried.

New Business

A) Grievance - letter was read regarding the results of the grievance committee. See attached.

B) Grievance procedure- this was discussed. Kaaren Lebert moved that the rules director chair the grievance committee and appoint two others at their discretion per grievance. Seconded by Lucy Rudge. Carried.

C) Personal electronic devices-Elwood Munro moved that all electronic devices used at an ACTRA sanctioned ride are for personal use only and readings taken from these electronic devices will not be considered by ride management in official scoring or used to change or challenge a ride managers official results including but not limited to GPS, cell phones and heart rate monitors. Seconded by April Haliburton. Motion passed.

D) Mileage - Pat Rideout moved that the statistician accept the mileage for horse and rider that is put on the master scoresheet by ride management. Seconded by Lucy Rudge. Motion carried. It is management's responsibility to calculate the mileage properly.

E) Rider assistance - Lucy Rudge moved that we allow rider assistance on IDR and CTR (excluding on trail) unless horsemanship is offered; that is, assistance before the ride, at the hold and after the ride. Seconded by Bertha Harrison. Carried.

F) Non-member fee - Betty Dwyer proposed a suggestion to ask for a 15\$ non-ACTRA member fee at rides. It was felt to not be a good idea at this time.

G) Pictures to website - Nicole Mattatall will check to see if pictures can be uploaded to the gallery on the website as there seems to be some difficulty presently.

From the floor:

Donna Munn will update the score sheet.

Garnet Gallant moved that we delete rule number 5.1.9 from our rule book. Seconded by Janice Macswain. Carried.

Donna Lee Cole moved that if a rider missed a section of prescribed trail as posted by ride management and this error is discovered within 48 hours post ride, the horse and riders miles and placings are revoked. Seconded by Kaaren Lebert. There was much discussion about this but the motion passed with 10 in favour and 7 against.

Janice Macswain was awarded a prestigious award from the Island Horse Council. The award was read to us by Donna Lee Cole and Janice was surprised and pleased.

CR Software is to be hired again for another year to manage our website.

Nominations for positions for the Board were put to the floor. (We needed three 3 year terms and one 2 year term).

April Haliburton reoffered (3 Yr Term)

Bev Elliott reoffered (3 Yr Term)

Carrilee Eddy did not reoffer

Donna Lee Cole was nominated by Janice Macswain ; seconded by Nicole Mattatall

Christie Cox was nominated by Pearl Skonsberg; seconded by Kaaren Lebert

Bernie Morton was nominated by Nicole Mattatall; seconded by Pearl Skonsberg

Jacqui Trim-Tupper was nominated by Christie Cox; seconded by Susan Hovey.

Bernie (3 Yr Term) and Christie (2 Yr Term) won the vote with thanks to all who stood.

Chester adjourned the meeting.

Board meeting post general meeting November 16, 2019

Brought to order by Bev Elliott

Director positions were assigned

Chair- Bev Elliott

Vice- chair- Nicole Mattatall

Secretary- Bernie Morton

Treasurer- April Haliburton

Sanctioning - Donna Munn

Public Relations- Russlyn Patriquin- Dyke

Rules- Patricia Rideout

Newsletter- Christie Cox

Please note: Christie's is a two year term

Adjourned to enjoy the presentations

Respectfully submitted
Patricia Rideout

ACTRA Balance Sheet 2019

Beginning Balance November 1, 2018 \$7230.91

Revenue:

Membership & Mount Registration 2275.00

2018 Year End Banquet Tickets 516.35

2018 Silent Auction 331.50

Outside Miles 160.00

Grievance 10.00

Bob Gielen Clinic 1560.00

Sanction Fees 1010.00

Total Revenue: \$5862.85

Expenses:

2018 Year End Meeting Room & Banquet 709.59

2018 Awards 588.61

2018 Sanction Expense 337.00

2019 Sanction Expense 83.29

2019 NSEF Club Membership 50.00

2019 Intercity Insurance 350.00

CR Software Web Hosting 2020 164.44

January Thaw 2019 Booth	75.00
Spring Meeting Room	115.00
Wandlyn Inn Convention (Bob Gielen Clinic)	879.63
Robert Gielen Travel Expense	500.00
Ride Incentive	800.00
Milestone Awards (5 Jackets & 3 Blankets)	640.00
Trophies, Certificates, Awards	384.34
Scotiabank Service Charge	92.93
Total Expenses:	\$5769.83
Total Gain:	\$93.02
End Balance November 13, 2019	\$7323.93

Bob Gielen Clinic 2019 (1).txt

Bob Gielen Clinic
Saturday, June 1, 2019

Revenue:

24 Attended @65.00 each \$1560.00

Expenses:

Public Room	135.00
HST	20.25
Banquet Food	609.38
Bob's Room	100.00
HST	15.00
Bob's Travel Expense	500.00

Total Expense: \$1379.63

Total Gain: \$180.37

Membership report as follows,

2019 – total members – 86 (8 new) 9 juniors . 12 family memberships=29 members, 57 single memberships

2019 mounts registered – 10

(in 2018 there were 92 members- 23 new, 10 juniors , 16 family memberships =38 members plus 54 singles)

Also I'd like to note-

I had a column added to the website on members, to add the date when members joined to aid statistician in knowing who were members at the rides. Please don't forget if you aren't a current member at a ride you do not receive mileage nor points towards year end awards from these rides. So get in your renewals early. This does not apply to new to the club members, as they can apply to have their miles from the previous months up to a year, when they become first time members. You'll hear a bit more about that with Statistician report. If you have any questions feel free to ask me.

Thanks,
Nicole Mattatall – Membership Director

ACTRA Sanctioning report 2019 - presented at Fall AGM Nov 19

There were good times and bad times in the Sanctioning dept this past year.

A good thing was the expenses which are only for the mailing of ride Kits to RMs, for a total of \$83.20.

I have given receipts to the treasurer.

This season we had 4 JPs, 5 IDRs, 5 CTRs, 2 LDs, 2 Endurance and 1 Intro ride for a total mileage of 453 miles. We had 2 weekends that had to cancel due to weather related issues which was a loss of a potential 171 miles.

The biggest thing that was an issue this year was # of miles that rides are sanctioned for. We ended up this year with the calendar saying a mileage and the master scoresheets showing something different. In years gone by a ride was sanctioned for X # of miles, and that is what the ride was. Occasionally mother nature would pull a fast one and trails had to be changed . RMs had riders saying mileage was wrong, RMs were not getting trail measured soon enough to advertise on the calendar what the actual mileage would be... 25 to 35 mile CTR is not enough for a rider and horse to be prepared.

Another issue this year was a 2 day ride being cancelled and sanctioning was not notified, was read on Facebook, not in a notification email first. Then the ride was set up on a new date, at a different location and was advertised on FB , which is where sanctioning read about it. If a ride is cancelled Sanctioning has to know FIRST, then the RM must start fresh and apply for sanctioning all over again. If you want to play the game you have to follow the rules. This is so we can ensure there is no conflict with another RMs event. At that point it is allowed to be entered on ACTRA calendar and advertised.

A rule I forget I had read was with reference to IDRs which, when sanctioned have to have a speed of 4 or 5 mph in the sanction request, will not be sanctioned until complete. Sanction request form will be updated this winter.

RMs must use the newest forms for scoring participants and also masters for reporting ride results. No modified form can be used, if stats is jumping from one form to another we have to make it consistent for them, and I saw firsthand the stats recording book, wow, not a position I would be good at. We still

need to tweak the masters to make room for member # and mount #, the JP form has no place to report if leg protection was used(not eligible for trail horse), the CTR/IDR form for leg protection penalty has to clearly stated 5 pts lost per leg.

I won't get on the GPS thing as I see on the agenda under new business.

It would be a shame if there was a ride where rules were not followed, incorrect forms used , etc and none of the riders got their miles.

I was going to resign this year , as this was such a bad year for me in my position of sanctioning and my personal life. I have persevered and have overcome all. Of course if there is anyone out there that would like this position they may have it with my blessings.

Respectfully submitted Donna Munn Sanctioning

Dear Donna Lee,

Re: Grievance concerning Christie Cox being off course in Mud Run held in Stanley, NS, in May 2019.

After speaking to parties involved and much deliberation, the Grievance Committee will be taking no action against Christie Cox and she will receive the miles that were awarded to her at the Mud Run Ride.

The question as to whether Christie Cox went off course and missed a mile or so of trail arose from a GPS App posted on Facebook after the ride.

We decided against taking any action because at this time ACTRA has no rule or protocol in place to take action against any rider based on data from a personal GPS device or App.

The Committee does make a recommendation that the matter of data obtained from a personal GPS device or App be put before the AGM and rule(s) be put in place for dealing with such matters in the future.

Respectfully,

Grievance Committee

Atlantic Canada Trail Riding Association Statistician and awards report

Annual General Meeting, November 16th, 2019

- Please accept my regrets for being unable to attend the meeting. I had a scheduling conflict that could not be resolved. Any member who has any questions regarding awards or sanctions can contact me directly and I will do my best to get you an answer.
- For the 2019 season I tracked miles, placings and points for close to fifty horses and fifty members through nineteen rides. I also tracked, to a lesser extent, a large group of non-members.
- For the most part there was an improvement in the reporting on the master sheets. The majority arrived in a more timely fashion and in an acceptable format. While the updated masters were better than the previous ones they still need a bit of work in the formatting as some of the spaces lack adequate room for filling in required information. I will work on this over the winter and hopefully we will have most of the issues resolved by the spring meeting. Ride managers are reminded that they need to use **ONLY** the masters that are provided in the kit.
- This year I discovered at least three people who used their lifetime member number at rides yet failed to renew prior to attending the event. **Renewing** members should be reminded that if they have not sent in their annual membership prior to attending a ride they will not be awarded miles or points for year end. Memberships are quick and easy to obtain in recent years and there should be no excuses.
Related to this issue is the need for better tracking of PSO memberships. Ride managers are reminded that it is their responsibility to ensure that all riders are **current** PSO members for insurance purposes. It is important for ride managers to understand that in the event an insurance issue arises at a competition, our provider **will not respond** otherwise.
Your membership chair, Nicole Mattatal, is in the process of taking steps to better track renewals/PSO memberships. She will update the AGM in her report. Once we come up with a worded policy going forward we will add it to the membership information form.
- The website has not been updated with the last rides or the 2019 accumulated miles. I will attempt to get this done prior to the end of the year. Data entry on the website is very time consuming and is my third entry point since it does not automatically accumulate miles or points for neither horse nor rider. My first point of entry is a manual ledger that, while a bit archaic, allows me to gather information in one place. My second point of data entry is a basic excel spread sheet limited by my knowledge of such things.

While I make every effort to minimize errors in reporting it is almost impossible to avoid making mistakes. As a one woman show it takes an enormous amount of time to add and re-add numbers in multiple ways to ensure the various awards get to the correct people. I believe it is time to develop a better way. To that end I have enlisted the assistance of ACTRA member Christie Cox to help create a user friendly system of spread sheets which will make data entry more efficient and help reduce the level of human error. Christie and I will be working over the winter on this project and hopefully we will have a template in place to present at the spring meeting. Christie has a lot of experience with this type of project and I am really looking forward to working with her and getting our system up to speed with modern technology.

- Once the website is updated some of you may notice some mileage discrepancies between the accumulated miles listed and the individual mount and member details. This is because I use the miles listed on the master sheet and not what is listed on the sanction calendar. The calendar miles are automatically added to the individual rider and mount list and as of yet I haven't figured out how to edit that. Hopefully we can figure out how to get this resolved. I believe Donna Munn will be addressing some sanction issues in her report so may be able to clarify this with the AGM.
- At the spring meeting I recommended scoring the junior riders among the seniors at the rides to help with point values for year-end awards. While I believe the idea is sound the reporting was not as I had hoped as some ride managers were a bit confused as to how this should be shown on the masters. This was probably a communication error on my part. I hope to continue this for the 2020 season but for now I will request that it be tabled until the spring meeting when I can submit a clearer policy.
- I would also like to request that the report from the breed awards committee be tabled until the spring meeting. This will give us more time to do a thorough review of how the new point system trials worked this year and give more educated recommendations as to how it should continue in the future.
- Please note that in calculating awards the new JP category was not included. Trail horse points continued to be included as in previous years.
- I would like to close by offering my sincerest congratulations to all the award winners and all those who achieved any milestones this year no matter what the size! A job well done to all. Best wishes also for a great 2020 season. May you reach all your goals.

Respectfully submitted, Sylvia Gillies



Dear ACTRA Board of Directors and members

I am writing this letter to express my opinions on the proposed changes to the Judged Pleasure score sheet. I believe that going forward this sheet should not be adopted by the club and that we should return to the two distinct categories of Horsemanship and Trail Horse. Some of my reasons are below.

1) As shown on our website: "Our mission is "To promote the **safe and ethical** use of equines in distance riding" Also on our website: The **Atlantic Canada Trail Riding Association (ACTRA)** was formed in 1980 to promote distance riding, standardize the judging of same, **encourage good horsemanship**, promote the use of sound and sensible riding mounts, and above all to enjoy your mount in the company of people with the same interest.

Over the years I feel the club has moved farther and farther away from this mission. We have allowed the option of not having a horsemanship category in Competitive Trail riding (CTR) events, rendering it pretty well obsolete. We have developed an Introductory Competitive ride (IDR) designed as an entry level CTR, but did not add a mandatory horsemanship component to it to enable those for which it was created to learn how to safely and ethically manage a horse through a ride. We have even temporarily removed Judged Pleasures from the list of rides sanctioned by our club. I believe by continuing this trend we are failing to practice due diligence in the execution and implementation of our mission statement.

2) Currently in our club there are ten categories offered in five different ride types. Having **one** ride that offers **one** distinct horsemanship category should not be cause for such conflict. Ride managers are not obliged to put on a Judged Pleasure, riders are not obliged to enter a judged pleasure, and those seasoned members who feel they are beyond learning horsemanship have the option to ride for Miles only.

3) We should not be offering any numerical evaluation of conditioning components in a ride with no time parameters. If this is justifiable then it would stand to reason that we could eliminate ride times in other categories as well and still be on a level playing field.

4) Judged pleasures should be moving to a simpler format rather than a more complicated one. From what I have seen of the proposed sheet it seems to limit the pool of potential judges to those who understand and can evaluate conditioning parameters. Local knowledgeable horse people, trainers, coaches, stable owners etc. are no longer candidates for judged pleasure Judges as many of them are not proficient in this area. The sheet is hard to understand and although horsemanship is included it is limited and provides little room for constructive comments. Also, the complicated master scoresheet that is required for this competition is not in line with such a grassroots level ride.

4) I believe judged pleasures should also be educational and inclusive. It should allow for riders of all ages and levels to get a positive glimpse of what the sport of Distance riding is about, and allow for the rider to be competitive in the horsemanship category by continuing to improve in

their abilities to manage their mount in a safe and ethical way regardless of the conditioning levels of their current Equine.

While I am not in favor of adopting this proposed sheet, I do agree that the old scoresheet for Judged pleasures needs to be updated and cleaned up. To that end I propose that a committee be formed to go back to the drawing board over the winter and create new proposal to be presented at the spring meeting. I am willing to take the lead on this and welcome members who feel they have some ideas on how this can be facilitated.

Suggested Motion: I move that the 2019 trial Judged pleasure sheet not be adopted for the 2020 season and that a committee be struck to come up with a new proposal for discussion at the spring meeting 2020.

Secunder:

Respectfully Submitted
Sylvia Gillies