

Ontario Eventing Association Board of Directors Meeting
April 12th 2021
Final Minutes

Present: Ann Neal, Justin Ridgewell, Kendal Lehari, Terri Hough-Gilmour, Veronica Low, Cheryl Denault, Caroline Abrahams, Char Hodgson, Sarah Richardson, Laura McGuire, Kelly Gravelle

Call to Order: 7:04 p.m.

1. Meeting Opening

Veronica moved and it was carried to approve the agenda.

Sarah moved and it was carried to approve the March 8th minutes.

2. Matters for Discussion

a. Board Membership

Ann noted that both Kathleen Wilson and Alexis Minz have recently resigned from the Board. This puts us below our threshold of 12 OEA Board members. In the meantime we have been in touch with high performance athlete, Selena O’Hanlon from Kingston. She has agreed to step in as a Director.

Veronica moved, seconded by Kelly and carried that Selena O’Hanlon be appointed as an interim director until the 2021 AGM at which time she may choose to stand as a Director for a three year term.

Discussion ensued regarding additional members of the Ontario eventing community who may be interested in joining the Board. Char noted that Doug Topalovic, who has been assisting with the OEA website is interested and would be happy to join the Board. Ann noted that she would reach out to others after this meeting.

Veronica moved, seconded by Justin and carried that Doug Topalovic be appointed as an interim director until the 2021 AGM at which time he may choose to stand as a Director for a three year term.

b. OEA Roles and Responsibilities

This document was circulated at the last meeting to clarify roles of OEA Directors and in reference to the recently approved OEA Bylaws.

Veronica moved, seconded by Cheryl and carried that the Roles and Responsibilities, and associated operational responsibilities, as outlined in the April 11th 2021 proposal and consistent with the October 30 OEA By-Laws be accepted by the OEA Board of Directors.

c. OEA Digital Assets and Associated Financial Considerations

On digital assets, it was noted at our March meeting that the OEA wants to move away from the association of personal emails with various OEA accounts including social media. It was agreed that in principle we should use official email accounts, rather than personal email accounts for digital assets and ensure appropriate individuals had access and responsibility.

Digital Assets

Cheryl moved, seconded by Veronica that the following changes and or updates be implemented as it relates to OEA Digital Assets:

- a. That the OEA website be maintained by the Chair or Co-Chair of the OEA Communications Committee and their delegate where approved by the OEA Board, with content approved by identified Board members.*
- b. For the 2021 Season the OEA will purchase a regular MS Office 365 account using the emails: finance@ontarioeventing.ca , info@ontarioeventing.ca and secretary@ontarioeventing.ca to support management of OEA files and documents and sign-ups and registrations for clinics, schooling shows etc.*
- c. Official email accounts for the OEA will include: President@ontarioeventing.ca; VP@ontarioeventing.ca; secretary@ontarioeventing.ca; finance@ontarioeventing.ca; and info@ontarioeventing.ca. The following email accounts will be decommissioned: admin@ontarioeventing.ca; memberships@ontarioeventing.ca; and chair@ontarioeventing.ca*
- d. All other general digital assets of the OEA which require an email identification will use info@ontarioeventing.ca*

OEA Credit Card

Laura moved, seconded by Sarah and carried that Cheryl Denault, as Treasurer, obtain approval to apply for an OEA credit card for OEA related purchases, such as digital assets with a credit limit of approximately \$1000.

Expense Reimbursement

Veronica moved and Sarah seconded that the following expenses be approved for reimbursement to Cheryl Denault as it relates to the purchase of digital assets and clinic related items, as well as a payment to a clinician for OEA membership:

- a. \$654.40 to Cheryl Denault for annual payment to Constant Contact for email blasts*
- b. \$135.93 to Cheryl Denault for payment to Redbay for Quarterly payment*
- c. \$123.17 to Cheryl Denault for payment to Microsoft for Office 365 annual subscription*
- d. \$30 to Margaret Godson for purchase of Associate OEA Membership, in recognition of her contribution to a virtual clinic*

d. Equestrian Canada (EC) Update

Ann noted that there is no specific update on our communications to EC although a letter has been drafted by Kelly and Sarah that outlines the history, role and relationship of the OEA and its members as a longstanding Provincial Horse Trials Association (PHTA) in this province. The letter is under review and we also plan to share with other PHTAs across Canada.

e. Options for Waivers and Clinic Entries

It was noted that we have a couple of options to offer online waivers and clinic entries. Sarah indicated that she was familiar with an online platform. It was also noted that CompeteEasy provides this service. There is a fee associated with this, but if we were to accept credit card payment, there would also be a fee attached.

Veronica moved, Cheryl seconded and it was carried that the OEA proceed to investigate options for online platforms for schooling and clinic entries as well as waivers, including COVID waivers.

3. Treasurers Report

Cheryl noted that the balance sheet is stable, although revenues are off budget. We are on track as it relates to expenses. She will file our tax return tomorrow.

4. Committee Reports

a. Governance & Policy

Ann noted that the committee has developed draft policies on both Privacy and Social Media for consideration today. The Privacy policy is adapted from the current EC policy and in relation to the Federal Personal Information Protection and Electronic Documents Act (PIPEDA).

Kelly moved, Veronica seconded and it was carried that the OEA adopt the Privacy Policy dated April 11, 2021

The draft Social Media policy was discussed and the group focussed on the tagging in posts of minors. Char noted that she doesn't generally tag individuals in our posts. Veronica said that the YRU25 riders post quite a bit and tag OEA. It was suggested that we reconsider the wording in this policy and bring back for a subsequent meeting.

b. Sport Development

Young Rider/U25:

Veronica tabled the selection team and the criteria for selecting the Ontario team for the Youth Team Challenge in Tryon in November. It was clarified that technically there may not be a CCI 1 star “long format”. It was also noted that “Modified” needs to also refer to EV 1.05. In addition it was noted that it should state FEI results would carry more weight. Kendal also noted that minimum requirements would not necessarily qualify riders as they would need sufficient experience at the level. It was also clarified that selection is not based on simple scores but on overall performance and recognizing the level of difficulty of events in the context of final results. In addition any sanctioned show throughout the world would count as long as it’s an Ontario rider. It was also highlighted that there is a behaviour clause in the selection criteria (professionalism, respect, sportsmanship). Ann further noted that the issues of bullying would require proof and evidence and that ultimately it would have to go to Safe Sport.

Veronica moved, seconded by Terri and carried that the OEA adopt the Youth Team Challenge Selection Criteria (with amendments) as circulated April 12, 2021

Veronica also noted that Penny Beer from Horse and Hound has put together a package of clothing for the Youth Challenge team. She noted that both Young Riders who are on the team and other Young Riders can order these garments and that we can use the purchase of garments as a YR fundraiser.

Veronica moved, seconded by Justin and carried that the OEA approve the proposal for YR teamwear as outlined in the April 12, 2021 meeting of the Board.

Coaching:

Kendal noted that it has been quiet on the Coaching front, although there is a virtual clinic with Helen Richardson scheduled on April 26th to go over Coaching levels. We did want to get a First Aid clinic in – but may be postponed due to COVID

Schooling Daye:

Sarah has reached out to Organizers to assess interest and so far, has three venues; Wits End, Bronte Creek and Stevens Creek. The only confirmed date is June 12th at Wits End. Bronte and Stevens would likely be near the end of the season. It was agreed that Ann, Terri, Veronica and Sarah would discuss fees for schooling days. Char noted that we should confirm and convey this as soon as possible, particularly as venues will likely have parking caps. It was noted that costing proposals would be circulated as an email vote.

c. Communications

Char noted that she is planning for more blogs and posts this week. She plans to keep going with featured coaches. She noted that OE had reached out to congratulate OEA on our posts and promotions. Justin also noted that he is interested in assisting with Communications. Char reminded all members that if there are items that need posting to get it to her early with confirmed content and images.

It was also noted that we can arrange to link more items from our OneDrive in the website to reduce effort and complexity for website updates.

d. Competitions

Organizers:

Laura noted that she held an Organizers meeting on March 22nd. There was a sense that the OEA should not be using membership dollars to incent volunteers. They also expressed concern about the lack of TDs. They enjoy Organizer meetings and would appreciate more of them and Laura noted that she will try to schedule them every 3 months. Terri mentioned that we could offer other incentives to volunteers such as gas cards rather than cash. incentive should go back to Organizers

Safety and Frangible Devices:

Ann noted that we still don't have a specific program. The Organizers seem reluctant to purchase them. They also noted that retrofitting existing jumps is a considerable effort. There was some discussion that OEA may need to cover the entire cost (rather than cost-sharing) to encourage organizers to install them. Despite this, an order for frangibles has been put together and OEA has agreed to contribute \$5,000 toward the order. Discussion ensued around the benefit of creating an OEA fund for individuals to contribute to fundraising for this. It was suggested that we start raising funds, and create a committee to determine how we roll out the devices.

Ann moved and Veronica seconded, and it was carried, that the OEA should create a link on our website to raise funds for frangible devices in Ontario.

Officials

It was suggested that we could run a clinic for TDs. Other opportunities to identify known individuals to encourage them to qualify as TDs was discussed. It was noted that this is an area we will need to focus on through communications, possibly a scholarship and other incentives. The diminishing pool of TDs will start to have a significant impact on the viability of events without additional recruits.

5. Next meeting

The next meeting will take place on May 10th. 2021