

**CENTRAL EAST ZONE THJA  
MINUTES OF BOARD OF DIRECTORS MEETING  
CONFERENCE CALL  
February 5, 2021**

*Present* Ken Denouden Belinda Labelle  
Christine Reupke Carolyn Stark  
Emily Yaghdjian Amanda Schickedanz  
Elaine Goldsmith

Quorum established - Meeting called to order at 7:15pm – Belinda

Ken pointed out that regarding the approval of the agenda, it should be noted that the minutes of the previous meeting should have been prepared and distributed to the board members in advance for review and approval. Belinda said she'd reach out to see if Kady (resigned secretary) would be able to provide the previous minutes. Ken also noted that there is not a Treasurer's report item on the agenda, so he suggested that the Treasurer provide an oral report at some point during the call. All were in agreement. With those adjustments, Ken motioned to approve the agenda, seconded by Emily.

- 1) **President's Update** –Belinda forwarded the draft of policies to the members for review – she noted that once the attorney has been retained, she would need one week to prepare the new bylaws. They could then be discussed and finalized and sent out to the board. Once they are approved by the board, they could be made available to the membership. Carolyn will issue the required cheque to retain the attorney.
- 2) **Committee Updates** – With the pandemic still at hand, there hasn't been activity to focus on. Belinda advised that she is stepping down as Chair of the Banquet Committee.
- 3) **Governance** – Review of the draft of policies: **NEW DOCUMENT ATTACHED WITH CHANGES HIGHLIGHTED IN BLUE.**

With regard to point A) under Committees of the Board – some discussion was had to clarify the term “traditional dates”. Given that Ken had voluntarily decided not to offer a horse show in March and April of 2021 due to covid, he was clear that he was not planning to give up those opportunities in perpetuity. Feedback from ED at THJA was that there is that the term “traditional dates” must be very clearly defined as that language does not appear in the THJA policy. As it stands now, zones bring forward their dates in October and from the THJA perspective those dates could change every year as long that they are approved by the respective zones bring their dates forward. Any protection for dates needs to be clearly outlined in the zone policies at this level. Suggestion: once a manager has hosted a show on the same dates for 3 years, ie. In week 28, then that show would be considered “traditional” and that show manager reserves it unless they bring forth an alternative date by September 30, then if for some reason a show isn't run on that date for a year, this is addressed by the Show Managers Committee so there is a paper trail record of what has transpired. This should go into the BOD minutes as a report from the Show Managers Committee. Christine explained that using the method of numbered weeks may be a way to simplify, ie her Zone classic always runs two weeks before Championships, so if that runs on week 35, Zones will go week 33. This is the standard system used by Equestrian Canada. Given that every 5-7 years the weeks move back, you just follow those week numbers. Belinda mentioned that clarifying this system of assigning dates would be beneficial and that there has been some tension in the zone regarding show dates being changed, and we need to have a system in place that makes it work for the whole zone. Ken made the point that he would only struggle with this week number system as it pertains to his March and April dates because those two months present challenges from March Break and Easter, and he always must juggle them around to account for those events. Christine pointed out that communication and cooperation between the board members and the show committee members will help with that issue. There was some discussion regarding what exactly is the definition of “traditional” dates, ie. is it the show manager or the venue? If a show manager who runs in week 22 at Location A for years, decides to change venues for whatever reason – is the manager or the venue that “owns” that date? Ken submitted that it is the manager who has the date and must go through the established process of venue approval should he wish to run his show at a

new location. Christine suggested that we take the dates for CE Zone that have already been submitted and convert them to the numbered weekly calendar with these are the traditional dates, with a caveat for Ken's March and April dates, and also put a mechanism in place to allow the zone show managers to make changes in the years when several shows run on consecutive weekends. Christine offered to draft some wording to reflect this for the policies.

Regarding the "Venue Committee" – It was agreed that this would be a difficult committee to populate without violating any conflict-of-interest issues. With the specifications for appropriate and approved venues in place, any time that objections are raised it can be brought to the THJA board to be reviewed and addressed. Christine suggested that a review of the shows at each venue are done at the end of each season, in conjunction with the September 30 submissions.

Under the "Show Prize List" heading – While there appears in the THJA policies a requirement that non-core classes run after core classes it was agreed that this does not happen in any zone as it makes scheduling much too difficult. This item was deleted. Item 2, regarding publishing of Prize Lists as according to Article A601.2 was also deleted as it was agreed that points addressed by EC regulations would not be included in order to prevent any conflicting information (ie. EC makes a small wording change, then we'd have to go back and change our policies as well). Item 3, regarding standardized entry fees/prize money/point tabulation – Carolyn expressed that she believed that the opposite was decided at the previous meeting, that show managers were to have the option to be creative with their offerings. Ken pointed out that this is the decision that the CE board must make, as for the 2021 show year, the THJA has allowed that if a particular zone decides that they do not wish to offer prize money, they must adjust the entry fees downward accordingly (pilot project). In order to standardize the entry fees and prize money, all the zones show managers need to be in agreement. Consideration needs to be given to the current state of the covid world, and the "silver series" not having prize money when making the decision to standardize. Ken also said that standardizing fees and prize money does not negate the possibility of shows having specialty classes like mini-prix and derbys which do pay out should they wish to offer that. Christine said that her preference would be to lower fees for Bronze classes and not pay prize money, but leave the Silver classes the same higher entry fee and pay out. Ken agreed that this was a fair compromise, but also said that a few years ago when this was done, he fielded complaints from the "bronze people" that they didn't get prize money. Christine said that this issue could be dealt with through proper positive marketing. Christine pointed out that most shows are NOT standardized and vary greatly from venue to venue across Canada. Where it comes out in the wash is in the point rating – not as decided on at the fall meeting, but per EC rules because we are governed by the rules of EC and the competition administration policy of EC so our prize money and point tabulation system must be as outlined. Ken pointed out that there is a cap for prize money, but there is no floor. It was agreed that for 2021 the CE zone show managers need to come to an agreed standard, but the policies will not address this specifically as we are bound by the rules of EC. Item 3 was deleted accordingly. The show managers need to meet to come to an agreement on prize money versus entry fees sooner than later.

Next – "Entries" heading – There was some discussion regarding the issue of changing prize money depending on the number of entries – Ken pointed out that this needs to be revisited with the THJA as it can potentially be very expensive for show managers (specifically those who do not own the venue), or the show manager has the option to cancel the class/division which could potentially make competitors unhappy. Christine said she would pay out anyway, run anyway and hope that other divisions have much larger numbers to compensate for "the loss".

"Responsibilities and policies for horse show manager – Christine requested that an item regarding Safe Sport mandates be added (became item 6).

"Prior to being considered to host a CE Show Date" – Hard "due by" dates of September 30 and July 1 were added to items 2 and 3 respectively. A "due by" date of October 15 was added to item 5. Items 6 and 7 are deleted.

"Hosting CE Shows Criteria" – Item 10 – the due date of September 1 was added. Item 15 was revised to reflect Public Health/Safety Standards.

“Minimum Facility Requirements” – Item 14 was changed to reflect EC requirements. Item 17 was changed to current Safety Standards and Public Health mandates.

“Process for Evaluation of Current Horse Shows” – Item 1 was clarified regarding membership level at EC. Item 4a, EC or other competition reports as applicable, as made available was added. Item 4e (Annual quality improvement initiative) was moved to the Show Managers Committee.

“Failure to comply” – Item 1 was changed to read: Violations of the above requirements may result in the Horse Show being placed on probation for the next calendar year. The show manager must submit an improvement plan for approval by the Board within one month of the notice of probation.

“Application for a change in location” – Probation period was changed from two years to one, and the date for change of location for the following year submitted to the board is July 1 and “will require an in person inspection by 2 members of the board.” was added.

Amanda asked whether she could have clarification on the probation process – does the venue get documented reasons and be given the opportunity to either appeal or submit a plan for achieving the required changes/improvements, or remedy the reason it happened. Ken explained that once these issues were remedied, an inspection would be conducted.

“Horse Show Office” – The payment terms for the Trillium Fund fees was clarified to reflect 30 days from the last day of the last show of the season from each show manager.

“Minimum Entries & prize money” – Item 2 was clarified to reflect that certain division can be combined.

“Format of Horse Show” – Item 1 was deleted. Item 4 was deleted. Item 5 changed to : Trillium competitions must use officials as per current EC rules (judges, stewards, course designers).

“Medic requirements” – Item 6 was amended to “as per EC rules”. Item 7 deleted.

“Canceling a trillium show” – changed to “as per EC rules”.

“Exhibitors – Eligibility to compete on the CE Zone” – clarified the wording regarding memberships and acceptance of code of conduct/social media policies of the CE Zone.

“Eligibility requirements for Trillium Championships and Central East banquet” – Clarification for eligibility related to the banquet awards.

“Horse Show Liability” – As per current THJA / OE / EC competition rules and regulations.

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Ken brought up a suggestion regarding the AGM – he explained that an AGM must be held with 16 months of the previous one. He said that conducting one via ZOOM would be logistically difficult. After some discussion, it was decided to wait until March 15 to see if the covid restrictions have lessened or will be in the very near future and set a date. Ken needs to speak to Martha regarding the regulations stating that for any elections to board positions, the incumbent must be in attendance in person. Perhaps given the current covid situation, this rule may be circumvented by attendance via video call.

When review of policies was completed, the meeting went “In Camera” at Ken’s request, and Elaine disconnected. No further input as minutes were unavailable for transcribing.