

Meeting Minutes
Cleveland Bay Horse Society
Friday, 2 June 2023
1930 GMT

Present: Maggie Brown (MB), Peter Dallow (PD), Henry Edmunds (HE), Beverley Heffernan (BH)(Chair), Elaine Keith (EK), Catherine Lea (CL), Kate Lines (KL), Lesley Orange (LO), Norma Wilson (NW, President), Karen Wylie (KW).

Absent: Sarah Kirk

The meeting was declared quorate at 1935 and there were no declared conflicts of interest. EK reported that as the meeting was starting, her husband had returned home with the boxes of stud books retrieved from Sarah Pomfret.

Approval of Meeting Minutes: HE proposed approval of the minutes of the 17 April meeting and NW seconded, the motion passed unanimously.

Administration: We received a membership application from William Allan Brusch. BH proposed approval of his membership, HE seconded, and the motion passed unanimously. Since the last meeting we have approved two memberships via email, Emily Fisher and Elizabeth Gowland. We have another membership request received this week, the applicant has applied in the past and was not approved. Based on our past communications on the subject to the applicant, HE made a motion to refuse the membership, and KL seconded. BH, KL, HE, LO and NW voted in favor, CL, EK and PD abstained, and MB voted against. The motion carried. A third prospective member, Nicola Stapleton, has sent a dues payment but we have not yet received her application. KW knows her and will follow up to get the application. Once that is received we will use the email process for approval.

Brief discussion about a member seeking Whitethorn semen. KW and HE will follow up.

Treasurer's Report: Please see attached. PD notes a correction to the report, Peter Hunt was referenced but the correct name is Peter Howard. PD has canceled the SAGE 50 subscription and we are now using the cloud service. All of Council has been sent an invitation to access our accounts on a read-only basis. PD is setting up accounting codes by committee and proposed to change Supporters Committee to Membership Committee. HBLB will be set up as a separate code under the purview of Breed Committee. All of Council will be able to see all accounts. KL noted that membership is in the Grassroots system, only NW can access. PD noted that the

accounting function can track revenues and expenditures related to membership. EK noted that Claire O'Connell is running the Cleveland Bay Challenge which will be self funding, what is the best way to show that in accounts? PD suggested this could be a line item within P&P, and sponsorships and donations can be too. BH hopes that each Committee can craft a budget for the fiscal year just started so that we can more efficiently track our finances. PD will send out proposed allocations by committee based on past income and expenses.

Breed Committee: CL noted that HE will soon euthanise Cholderton Jupiter, there is already an agreement in place for semen and tissue collection. RBST will be sharing in the effort and HE will be keeping some semen. CL has followed up with the owner of a stallion regarding completion of the veterinary examination for a license application, and with another owner of a mare being put forward for GR. No news from HBLB, so CL will contact them again on Monday. We are anxious to get funding to breeders as the breeding season is well underway and we will see how we might prioritise our categories of support to get the process moving more quickly. We need to update the forms and have them ready to go. For semen collection we will make the prioritisation process clear. CL will also develop a questionnaire for breeders to help us understand what issues are keeping breeders from breeding. BH noted we should add that to the June Bay Window. HE advised that he has coordinated with Gemini on the tissue collection. HE noted he has another older stallion. It could be helpful for all breeders to proactively identify horses we will eventually want to collect. CL noted that we discussed this at the last Breed Committee meeting and will plan on developing contracts well in advance for both stallions and mares, so that the owners have clear agreement when semen or tissue collection is to occur. CL noted that at the same time it's important that we don't tie up funding for future eventualities and we must be sure that we are actively supporting getting foals on the ground. HE noted we should promote the possibility of loaning or leasing open mares.

CL noted, following up on a welfare project authorised by previous Council, that the animals in question have been signed over to a former trustee. RSPCA gave the owner the option to sign them over before facing prosecution. We will need to continue to track this case and take any appropriate action that is warranted. Following up from last meeting, NW has drafted a contract for selling semen.

[HE left meeting 20:47]

[LO left 20:57]

Show Committee: BH screen shared EK report of recent Show Committee meeting. We are working on paying prizes from Royal Windsor. EK has prepared a form to send to winners to complete for payment. One breeder who would receive breeder's prize is not a member, we should advise that if that breeder joins the Society we could pay the prize. Rowena Scrimshaw

will be furnishing rosettes for Best Gelding in addition to monetary prizes for Royal Windsor, National Breed Show and the Cleveland Bay Challenge. We have been brainstorming for the 2024 National Show based on feedback received from members. One concept is a full day show with other activities including linear profiling and assessments, and perhaps even a trail ride, and an evening barbecue. Other options are, continue to affiliate with SHBGB, or rotate the breed show around the country in conjunction with county shows. KL noted that the Shuttleworth event in 2022 received positive feedback. BH said suggestions have included over fences classes, progeny classes, driving classes, side saddle, perhaps a stallion parade, and various 'fun' classes. EK suggested polling the membership as a follow up to the survey a few months ago, we can do a poll on Facebook and could also include one in Bay Window. There was also discussion of where and how we might hold the King George V competition. It was historically held in April. CL noted we can possibly get HBLB funding for a full day breed show. The question is, where can we locate the show to maximize attendance? EK asked BH to develop a poll for Facebook and Bay Window.

For Royal Windsor next year, we have an offer from someone who lives 15 minutes away to rent five stalls and offer a much lower rate than the show charges. EK noted that the livestream BH did this year was very well received and hopefully we can do more of that in the future. Again on the process for paying out show prizes and attendance fees, moving forward we will plan to issue payments after each show rather than waiting until the end of the show season.

Amendment to turnout rule: In November, Show Committee voted to amend the recent rule requiring a safety helmet with harness for CBHS shows. UK organisations universally have a 'strong recommendation' for helmets and our rule has proven controversial, particularly when the show at which our classes are held does not have the same rule. It was approved at a Council meeting but we have neglected to publish it and need to rectify that in the June Bay Window. We are still 'in limbo' between old and new websites but hope that will not last much longer. There was discussion of the Best Turnout prize and who should get that? We don't specify, so it goes to the owner, but it seems it should go to the groom who prepared the horse for showing.

KL advised she must leave and so we will no longer be quorate. BH asked before she left for approval of expenses related to the Royal Windsor stand totaling £1,169.29 (merchandise, equipment rental and fire extinguisher rental). MB moved to approve, EK seconded, and the motion passed unanimously. KL left at 21:32.

BH noted that since we were unable to get to urgent AGM planning we need another meeting in June. Consensus among those still on the call was 15th June at 1830.

BH noted we need to get the Magazine and Bay Window out, and get the website up and running. EK reported that it appears we will have good entries at GYS, all classes but one well filled. MB noted she will be attending Three Counties. [PD left 2135][CL left 2136]
[NW left 2144]

FB and Bay Window should include an item soliciting volunteers to help at GYS, including seeking cake donations. We also need to continue soliciting sponsors for the National Breed Show.

Meeting adjourned 2145.

Council Meeting Schedule for 2023:

Thursday, June 15 (newly scheduled)	Monday, July 21
Thursday, August 17	Friday, September 1
Friday, September 15	

AGM: Saturday, October 21, 2023



CBHS Treasurer's Report

31 May 2023

Cash balances as of 31 May 2023

• HSBC Savings	£33,600
• HSBC Current	1291
• Santander Savings	32,631*
• PayPal	34
• Petty Cash/Float	<u>250 *</u>
Total	<u>£67,806</u>

*Not verified

Treasurer transition and internal controls review

The transition is almost complete. Below I have listed the status of the transition, as well as internal control issues that I have identified to date.

Sage accounting system status

- The billing contact for the CBHS' Sage 50 accounting system has been transferred from LO to PD.
- Sage System Manager access has been transferred to PD.
- Unfiled source documents have been transferred to PD from LO. PD is currently refiling them in preparation for sharing them with the Simon Foreman, the Independent Examiner.
- PD updated the Sage 50 accounting system from version 27 to the latest version, version 29. PD then migrated version 29 to Sage Accounting Plus. Sage Accounting Plus offers simpler accounting at a lower cost. The main benefits of the system are:
 - **Affordable** – We will pay a lower monthly subscription.
 - **Secure** – Backups and updates are automated, so the accounting software is always up to date and compliant with the latest legislation.
 - **Easier to Use** – No courses needed to be completed with 24/7 access.
 - **Mobile** – Access Sage Accounting Plus on any secure mobile device.
 - **Collaborative** – Easier to share information with team members and give access to our accountant.
- The bank account reconciliation feature in Sage 50 was not used for the HSBC, Santander, and PayPal bank accounts. Additionally, the "account type" was not correctly categorized, therefore with incorrect categories.

- Transactions from March, April and May are now being posted. The End of Year closeout will be completed when Sage Accounting Plus is updated, and bank accounts are reconciled.
- Stock take of merchandise inventory has yet to be completed.
- Department features of Sage Accounting Plus will be used in the new fiscal year.
- Peter Hunt & Co will be granted Sage Accounting Plus system access as our CBHS accountants.

Project tasks to complete for End of Year

Treasurer to:

- Update the Sage Accounting Plus system transactions for March, April and May. PD to reconcile HSBC, Santander and PayPal bank accounts.
- Correct the Chart of Accounts and run Trial Balance, P&L, and Balance Sheet reports for March, April, May and Year to Date.
- Provide access to Sage Accounting Plus for Peter Hunt & Co. to prepare and examine accounts.
- Draft Directors' report for Council review and approval.

Promotions & Publications Chair or designate to:

- Take merchandise stock inventory and PD to update inventory accounts.

Other tasks to complete Treasurer transition

- LO to update Santander bank mandate to add PD and remove herself.
- LO to transfer PayPal account ownership to PD.
- PD to remove LO as online user on Sage 50, HSBC, and Santander.
- PD to review and revise HSBC and Santander bank mandates.

Other tasks for 2023/24 fiscal year

- Treasurer and Committee Chairs to create and approve budgets by departments.
- Treasure and Committee Chairs to ensure proper integration of new website into CBHS accounts.

Department Categories to consider

1. Membership Committee (instead of Supporters)
2. Breed Committee
3. HBLB Grant
4. Promotions Committee
5. Show Committee
6. Cleveland Bay Office