



**ARAB HORSE SOCIETY COUNCIL**  
**Minutes of the meeting held at Agriculture House, Hungerford**  
**On 27<sup>th</sup> May 2015 at 11.00 a.m.**

**Present:** Mrs. A. Dixon (Chairman)                      Mrs. Carolyn Kokta  
Mrs. J. Lowe (Vice Chairman)                      Mrs N. Meredith  
Mrs. J. Armstrong                                      Mrs. J. White  
Mrs. Anne Brown                                      Mrs D. Whittome  
Miss Katie Gore

Mrs. Dixon welcomed the new members of Council and briefly outlined the procedures of the committees with emphasis on the timing of the budgets for 2016 which need to be with the Treasurer by end September 2015 for discussion.

**1. APOLOGIES FOR ABSENCE**

All were present at the meeting

**2. RESIGNATIONS**

Mrs. E. Mann resigned on 19 April 2015, Mrs. J. Woodward resigned on 20 April 2015 and Mrs. J. Bridges resigned on 15 May 2015.

**2.1.** Mrs. Lowe asked whether all documents had yet been returned by the outgoing members of Council to which Mrs. Armstrong replied that nothing had yet been returned which included the Judges Training documents. The Chairman had already contacted Mrs Bridges offering to send a courier for AHS material and then followed that with an email It is proving difficult since the AGM in April for the Committees to function efficiently without the records and Mrs. Dixon was asked to write more formally to Mrs. Bridges and to Mrs. Mann asking for the urgent return of all paperwork and stipulating that it is a legal requirement.

**2.2** Mrs. Brown also indicated that there had been no hand-over to her either which has caused issues with the preparation of the magazine.

**2.3** Mrs. Dixon had communicated with Mr. McLeod, the appointed Treasurer who thought it was important for The Treasurer to be a Trustee/ Director of the Society who could attend ALL meetings and that he would find that very difficult as he was no longer prepared to make the long journeys required.

Whilst he still had concerns over the amount of travelling Mrs. Dixon said he had indicated he would now be willing to consider being co-opted provided it was accepted he may not be able to attend every meeting. It was felt that he was vital to the continuity of the work currently being undertaken especially with regard to the property sales. Mrs. Whittome proposed that he be immediately co-opted to Council and Mrs. Lowe seconded the motion. The Chairman will write to him inviting his co option.

**2.4.** It was decided not to co-opt any other additional members to the Council. Mrs. Kokta suggested that a skills audit would be useful for encouraging people to come forward with special areas of expertise to the committees and it was suggested that an article could be

written for the Year Book.

### **3. MINUTES OF THE PREVIOUS TWO COUNCIL MEETINGS**

- a. Minutes of the 17<sup>th</sup> February 2015. Proposed by Mrs. Lowe, seconded by Mrs. Meredith.
- b. Minutes of the 18<sup>th</sup> April 2015 proposed by Mrs. Whittome, seconded by Mrs. Lowe.

These Minutes will now be circulated to the Governors and the abridged version will go onto the website. Hard copy is available with an SAE sent to Agriculture House.

### **4. MATTERS ARISING FROM THE MINUTES**

- 4.1** 17<sup>th</sup> February Item 13. Mrs. Kokta asked for an update on re-establishing an editorial board and was advised that nothing had been done by the previous committee and now needs to be actioned by the current committee.
- 4.2** 17<sup>th</sup>. February 3.6. Mrs. Brown asked for clarification and Mrs. Lowe explained.
- 4.3.** 17<sup>th</sup> February Minutes. Item 3.6.1. The issue with the confidentiality of Council was briefly discussed.

### **5. FINANCE REPORT**

Mr. McLeod had circulated the April accounts and a report to Council which Mrs. Dixon read out. He advised that where projected income levels were down that the committees must look at where expenditure could be reduced further. Imports and Registrations are down within Stud Book & Registration although expenditure is slightly less than at this time last year. The figures for the Shows and Events should look better after the entries close for the show. The membership figures were constant and similar to last year. Adjustments have been made to accommodate £200 of office salaries to assist with the magazine adverts. A limited number of sweatshirts have been purchased to sell at Malvern. He warned Council to look carefully at any expenditure and that the PR&M committee may not reach end of year financial targets. Mr. McLeod was available for questions however the internet service was temporarily unavailable. Any queries could be made at lunchtime by telephone. Council thanked Mr. McLeod for his report

### **6. FUEL EXPENSES COMMITTEE MEMBERS**

Mrs. Brown was concerned that the AHS was not operating realistically at what it actually costs to run and she felt embarrassed to invite people to be-opted on to a committee when they are unable to reclaim any expenses. The Treasurer had sent written reply to this agenda item. Mrs. Armstrong remarked that for shows and events there would be no costs as they are already holding electronic meetings. Mrs. Dixon clarified that for this year the budgets are set but committee expenses could be put forward for the 2016 financial year and it would be considered. Any proposed expenditure should be balanced by an equal amount of income or a decrease in other expenditure. Mrs. Armstrong commented that worst case scenarios should always be in a budget. It was noted that it has been difficult for both the committees that have not had any handovers and the work being done them is much appreciated. Mrs. Kokta hoped that all Council members would be able to work together and respect each other.

It was suggested that Dropbox could be utilised by Council to make certain documents easily available to all council members and as a valuable back-up tool.

### **7. COMMITTEE MINUTES: STUD BOOK & REGISTRATION COMMITTEE of 20 May 2015**

- 7.1 NM advised that DW will be setting up an Archive Committee which may well link in with the PR & M committee plans for the Centenary.
- 7.2. After 11 years with the AHS, Ros Ward is to retire as Transfer Secretary. Karin Swanson is going to step into the job at the same salary and subject to the Treasurers' agreement would be taken out to lunch as a thankyou for all her hard work.
- 7.3 Caroline Sussex has written an updated article on genetic diseases and it was suggested and agreed for the Year Book ..
- 7.4 Destron are currently testing the microchip packaging and we await their results.
- 7.5 Rules of Registration have now been finalised for 2015
- 7.6 The final version of the EU legislation (Version 13) has been sent through by DEFRA. The main cost issue will be the requirement to change the passport pages again because of the horsemeat scandal. It was explained that all previously issued passports could be amended when sent through to the office for transfers of ownership as is currently done. New foals born in 2016 must have the new passport pages. Mrs. Meredith has a concern that the veterinary and welfare organisations are taking a precedence over the passport issuing organisations (PIO) on protocols. Many of the travelling fraternity are being helped in castrations and microchipping by the welfare organisations. She is also concerned that DEFRA do not appear to be enforcing the Passport law even though the PIO's have to comply with the Minimum Operating Standards and each month the office have to send up the breaches to Trading Standards/DEFRA.
- 7.7 Tracy Phizacklea is attending a preliminary meeting at DEFRA regarding the Central Equine Database due in place for the UK by July 2016. NM will attend the follow up meeting held at the BHS. A report will follow.
- 7.8 **PREMIUM PERFORMANCE SCHEME (PPS) sub committee.**  
Mrs. Brown reported on the PPS Minutes. It was confirmed that mare owners would be given a Free Gold Membership and free registration of the foal and that, should the mare owner already be a member, she will be given a free Gold Membership for the following year. Both Mr. McLeod and Linda Nicholson will sort the detail.
- 7.9 The PPS Committee would re-examine the awards and financial implications before their next meeting.
- 7.10 Mrs. Brown highlighted an issue where the PPS rosettes had not been distributed again at Malvern. NM has offered to proof read the catalogue and to highlight those premium progeny eligible and confirmed that she would email the Show Director.

## 7. **SHOWS AND EVENTS 10<sup>th</sup> March, 20<sup>th</sup> April and 30<sup>th</sup> April 2015**

Three sets of Minutes were presented. However, the Meeting of the 10<sup>th</sup> March Minutes prepared by the previous Committee had been noted but not approved by the Committee. These Minutes will be placed on record.

- 7.11 Mrs. White confirmed that it was necessary for all ECAHO show secretaries to be made aware that they must have a guest licence for judges that are not on the ECAHO List.
- 7.12 It was confirmed by Mrs. Armstrong that the Showing Rules from 2014 stand and there is no plan to make sweeping changes, however there were several areas that needed tightening up, especially on conflict of interest. This would be dealt with as soon after the Show as possible. Mrs. Lowe asked for it to be noted by the new members of Council that the 2015 Showing Rules were never passed by Council. It was also noted by Council that the 2015 Rules had been widely rejected by the attendees of the Judges Seminar.
- 7.13 The Malvern Contract has been favourably renegotiated for the next 2 years by Mrs. Armstrong. Approved and agreed unanimously by Council. The contract will now be signed by the Chairman. The show dates for 2016 are 28-30 July and 2017 will be 27-29

July.

- 7.14 There was a query on whether a judge had already been invited for 2016 and this will be double checked prior to further discussions on next year's judges.
- 7.15 The Marathon needs a new venue and Council was asked for suggestions. Mrs. Meredith will contact Cirencester Park although there is a concern that this event has run its course as there were so few entries forward last year that it had to be cancelled. This must be done urgently prior to September.
- 7.16 Mrs. Dixon again sponsored the rug presented on behalf of the AHS to the Golden Horse Shoe Ride. The rug was won by an Anglo Arab called SA'DA SEKORA 2006 chestnut mare (Lan Garth Triple/Horton Honey) owned and bred by Mrs. Gillian Talbot. AHS Honorary President, Mrs. Phillips, presented the rug at the GHR. Anne Brown was also at the GHR and will write an article for the "Arab Horse News"
- 7.17 Mrs. White and Miss Gore are working on the Malvern sponsorship and have a target figure to achieve. Mrs. Armstrong is confident that the target will be met.
- 7.18 Mrs. Armstrong updated Council as to the current status of the show and went through a report from the Show Director.
- 7.19 The Chairman asked for nominations of any persons who had served the Society well during the past year so that she could invite them as guests of Council for lunch in the VIP marquee. The Chairman and the Honorary President will be there to host them.
- 7.20 Mrs. Compton and Mrs. Brown will be hosting in the VIP tent. Mrs. Brown suggested that there should be a third person to cover. Both Mrs. Lowe and Mrs. Meredith have offered to cover when necessary. The Chairman and the President will share a table on the Saturday which will free a table to be sold.
- 7.21 Mrs. Armstrong made the suggestion that for the Friday night Peter Upton was invited to give a short educational talk, after which signed copies of 'The Classic Arabian' would be available for sale. Afterwards Pimms and snacks would be served. The President has very kindly made a donation to the show. The Chairman will send a letter of thanks. Mrs. Lowe stipulated that all Council members must attend as last year there were only two present.
- 7.22 The Yearling Championship had been cancelled and Shows and Events wished it to be reinstated. There being no objection this was approved by Council. In line with ECAHO, there will be a yearling colt championship, a yearling filly championship and a junior male championship and a junior female championship. Each champion and reserve will be entitled to use the AHS title 'British National Champion'
- 7.23 It has come to light that the previous committee had not been following the standard procedures for Judges Training as laid down for the further teaching of trainees coming through the system by allowing a shortcut for a member. The procedures have now been clarified to the member who has accepted the explanation and is content to fully complete the training. Likewise, a prospective candidate for a DC had been given the wrong information. Mrs. Armstrong has been dealing with the consequences of incorrect information given to members for the last weeks on a daily basis.
- 7.24 The 2015 Performance Horse Awards are being sponsored by the President and Mrs. Brown was hoping that each year the President of that year would continue the sponsorship.
- 7.25 The sponsorship for Hoys was discussed. Nicola Mellor is taking on the liaison with HOYS. There is a new show at the Royal Showground, run by Grandstand Media, which holds a HOYS qualifier where the entrant does not have to be a member of the AHS to compete. At all other qualifiers exhibitors must be members. However any non-member qualifying must become an AHS member before entering HOYS,
- 7.26 The Lady Anne Lytton Trophy – Taken forward to next meeting.
- 7.27 An inappropriate post on Facebook by a judge had been dealt with by S&E committee with a letter requesting that she conduct herself in a manner befitting a judge representing

the Arab Horse Society.

- 7.28** Two Intermediate Judging Courses are planned. The invitations have already gone out. There is one in September in Sussex and another in October in Staffordshire. A Final is planned a day after the Intermediate in Sussex. Miss Gore left the meeting. The selected officials were approved by Council. Miss Gore rejoined the meeting.

## **7. PUBLIC RELATIONS & MEMBERSHIP**

7.29

Mrs. Brown was overwhelmed by the amount of time, expertise and money that the volunteers on this Council give to the Arab Horse Society membership and thought it very impressive. She felt that the PR+M committee did not have experience yet as almost all her committee were very new to the job. She advised that Mrs. Kokta will take on the PR side. Mrs. Green will continue on welfare whilst she will take on the editorial side of the magazine. Judy Phillips and Mrs. Compton have also been co-opted to help. There was no paperwork handed over and they were working with no assistance and with a budget set in the previous year. Miss Gore, Mrs. Armstrong and Mrs. Dixon have all tried to find advertisers for the magazine. Mrs. Dixon alerted Council to the fact that due to the fall in advertisers there will be a financial shortfall for this magazine which will be a 92 page magazine. Mrs Brown asked for a contact of anyone who could take on the future advertising.

7.30

Although it had been agreed previously that the purchase of promotional items would be limited, new sweatshirts have been ordered to be sold at Malvern. This had been authorised by the Treasurer and an adjustment had been made in the PR&M budget by the Treasurer to accommodate this, as reported in the Treasurer's report to Council. This would increase the budgeted sales income for this committee and help their finances."

- 7.31** Mrs. Brown is to organize a calendar for 2016 to promote all the different activities and disciplines. The 2014 calendar was produced in 2013 by the PPS Committee. There were several ideas put forward on the funding and it was suggested that Mrs. Brown liaise with Mr. McLeod on the figures. Mrs. Armstrong felt that we should plan to make a profit rather than just break even. This was given the go-ahead subject to fulfilling the requirements of the AHS Treasurer.

- 7.32** An update to the promotional leaflet for the Society was suggested and Mrs. Armstrong stated Fair Print can do 5,000 copies, take 2/3 days to print and cost under £50.00. SEIB will be asked to sponsor. Mrs Kokta will send a draft to chairmen of each committee to proof.

- 7.33** Mrs. Kokta is working on building relationships and will be the liaison with other Societies.

- 7.34** The Committee was to take a fresh look at the membership structure and was hoping to launch a membership gift card. To be looked at after the Show.

- 7.35** It was agreed that this committee should maintain its name of Public Relations and Membership instead of pursuing an earlier suggestion to change its name to General Purposes. Mrs. Armstrong asked the committee to consider that Bronze membership includes a vote to which there was protest from some members of Council. PR&M were asked to consider the proposal and bring their findings back to council.

- 7.36** There were two welfare cases with which Mrs. Green who is in communication with WHW.

- 7.37** Centenary plans are being formulated and PR & M will liaise with all in the next months.

- 7.38** Mrs. Green had suggested that the AGM move to November. This was not viable and therefore not agreed.

- 8. AGM MINUTES.** The Chairman had circulated the minutes to all Council members. It was agreed that the AGM minutes could be approved electronically. The Chairman will ask for amendments or approvals by a deadline. Non-responses to be taken as approvals.

**9. WINDSOR HOUSE**

The sale was proceeding and the purchasers are hoping to exchange soon but they await confirmation from planners that a change of use back to residential would be approved. A list of interested people in the property is being kept by the agents.

**10. PROPOSED INDUCTION DOCUMENT FOR NEW COUNCIL AND COMMITTEE MEMBERS**

Mrs. Kokta brought and distributed a document re Induction of new Council members as both Mrs. Brown and herself were concerned that they had been given no information prior to taking on the role as a Charity Trustee/Director and it would be helpful to have an understanding of requirements, responsibilities, compliance and what makes the Arab Horse Society a Charity. She would like a half day to explain including a Q and A session with the Chairman and Treasurer to have an understanding of how the charity works. She explained that there was good support from the Charity Commission website called the 'Essential Trustee – What you need to know'. Mrs. Kokta was asked if she would expand on these documents to bring forward at a later Council Meeting and perhaps an article for the Yearbook on how the charity works would be an idea and may encourage people with skills required to come forward.

**11. SOCIAL MEDIA POLICY AND RECENTLY ALLEGED BREACHES**

The Social Media Policy introduced last year was discussed. One of the questions submitted in advance for the AGM was how breaches would be dealt with. It was referred to Council during the AGM. The new Policy document is too draconian to enforce satisfactorily and it was agreed that the existing Social Media policy as it appears in Instructions to Judges should be maintained and the wording extended to cover all AHS Officials.

**12. FACEBOOK PAGE FOR THE SOCIETY**

Council would like to see a Facebook page for the Arab Horse Society. A Group page was set up some 3 years ago but no further action was taken then. Mrs. Armstrong suggested that a Facebook page is set up for the AHS as a charitable organization and has a closed Group for fully paid-up members. Mrs. Armstrong volunteered to do the work. Currently the Show has a FB page set up as a charity which it is not and this must be amended.

**13. QUESTIONS RAISED AT THE AGM**

Can the Society have a Strategic Plan which is available to members? Mrs Kokta brought and distributed a document to Council members listing her suggestions for this and will expand upon it for the next meeting.

Is there an operational PR&M Committee? The answer is 'yes'.

Is it possible to arrange an Open Day at the new offices? Council thought this a good idea. Mrs Armstrong volunteered to arrange it.

Could an Open Meeting for members be held at Malvern? This will be on Friday evening in advance of the reception party.

Other questions were carried over to the next meeting.

**14. ANY OTHER BUSINESS**

Mrs. Armstrong and Miss Gore demonstrated WebEx, the multi-platform, internet conferencing tool.

**15. Dates of next meetings. 13 August 2015, 12 December 2015**