

# Waikato Combined Equestrian Group Inc.

Established 1986

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Patrons: David Goodin, Jim Wright MNZM, Noeline Jeffries.

## WAIKATO COMBINED EQUESTRIAN GROUP (INC) COMMITTEE MEETING MINUTES *Tuesday 25 January 2022, by Zoom – 6.30pm*

**PRESENT:** Debra Cowen, President/Chair (DC), Mark Innes, Vice President (MI), Kara Lockhart (KL), Wendy Bragger (WB), Nicole Hammond (NH), Noeline Jeffries (NJ), Dave Young (DY), Paul Gibbs (PG), Kathie Shepherd (KS, EP)

### **APOLOGIES:**

Lisa Marcroft (LM)

*N Jeffries/M Innes – AIF - Carried*

### **AFFILIATED GROUPS REPORTS:**

#### **EPNZ:**

- Red level – hasn't affected them too much. Schools coming back. Only has 1 class that won't come.
- Schools Monday-Thursday. The support staff are mandated and require VP.
- Fridays and everything else – don't require VP.
- As a part of the Health and Disability sector, they cannot exclude clients due for vaxed or non-vaxed reasons. Also can't ask if they are vaxed or not.
- High possibility of having a large number of non vaxed people on site.
- They have a policy and procedure to stop spread.
- DC – can we have a copy?
- KS – yes.
- DC – impacts on us because our programme is vaxed only. Possibility for facility to have vaxed and unvaxed – cleaning going to be imperative with documentation to be adhered to too minimise risk to all.
- KS – not as many communal areas – only washbay, arena, tie ups. Their clients don't use the RS toilet, they go in a separate entrance (not usual door). Washbay will be cleaned – taps, ledges. Arena gates and equipment. Tie ups – rails, clips and ties. Are there any additional areas?
- KL – yes, the entrance door because it is still used a lot, the toilet as it's still used a lot and the courtyard areas.
- KS – they are having a volunteer day to set out the new protocols for them.
- DC – EP to get a signboard for outside the brown door to direct EP clients to EP entrance gate. There is probably a need for extra requirements on casual users too.
- KS – very few hiring the arena, so not an issue.
- KL – do I need to sign when we have cleaned things?
- DC – yes.
- MI – we need documentation.
- KL to do a tick sheet for cleaning at the end of the WEC programme.
- DC – what is required in terms of notification if clients or staff required to isolate or become positive cases?
- KS – in Policy.
- MI – does everyone sign in/scan in?
- KS – yes they have sign in area on the platform.

- DC – this is an evolving thing. We need to share policies and ensure the hand over process is clear and followed particularly.
- PG – time is required to do an appropriate clean down.
- KS – they have a staff member assigned to do it.
- PG – is EP not considered a close contact business?
- KS – no. They are a health and disability service. They have their own policies etc. EP have conducted a thorough research process. Starting on the 8<sup>th</sup> of February.
- DY – they need to see our policies to.
- Yes.
- KS – they are formulating plans to upgrade the brown gate/white gate area where the vans park. Tidy the area up, new gate etc.
- KL – this is not an EP area as outside of the indoor. We are already working on plans for the carpark area. Before EP make anything definite, discussions need to be had and nothing committed to by EP.
- KS – trees behind the indoor need trimming and the ones down to the polo field as their clients can't duck to get under them. KL is in discussion with HCC including the trees by the washbay on a regular basis.

**STAK:** Nothing received.

**WESTERN:** Nothing received.

**NPC:** Nothing received.

If anything is to be put on agenda from AG's, it is to be sent through before the meeting.

*N Hammond/W Bragger – AIF - Carried.*

### **PREVIOUS MEETING**

*N Jeffries/M Innes – AIF – Carried*

### **MATTERS ARISING:**

### **CORRESPONDENCE IN:**

### **CORRESPONDENCE OUT:**

### **REPORTS:**

- Riding School – tabled by KL.
  - Holiday programmes went well. Very full. Have obtained new clients from them.
  - Lessons starting next week.
  - Lots of farm rides in the fine weather.
  - Done plenty of vouchers for Christmas presents which is great.
  - Still looking for ponies.
  - One current leased pony to have an assessment at Waikato Equine Vets.
  - Instructor vacancy add – good response. Not replacing anyone. Just looking for extra people to take up the slack.
- Facility – tabled by KL:
  - Ribbon day ran as vaxed only – very popular. Great day.
  - Practice show jumping ran as open to all. Popular too.
  - HT – can we do it in red? Needs further discussion.

- Grazing – tabled by KL
  - Inducted a new grazier.
  - Steve fixing electrics and vegetation in the area.
  - Jumps not to migrate across hall paddock.
  
- Health and Safety – given by PG:
  
- Sub-Committees:
  - Events: As above.
  
  - LTR: Approach standalone holiday programmes to try and get better attendance and paperwork compliance etc. NJ has completed feedback form to Trust Waikato.

*All Reports moved in one block – D Cowen/M Innes - AIF. Carried*

Other business:

None noted.

COMMITTEE ONLY:

**Meeting closed at 8.35pm**

**Next meeting Tuesday 22<sup>nd</sup> of February 2022 – maybe by zoom again (TBC) @ 6.30pm (KL to inform affiliated groups).**

..... (D Cowen)

.....Date