

# MOUNTED ARCHERY ASSOCIATION OF SOUTH AFRICA

## NATIONAL COUNCIL MEETING MINUTES



|              |                          |
|--------------|--------------------------|
| <b>DATE</b>  | Tuesday 16 November 2022 |
| <b>VENUE</b> | Virtually, via ZOOM      |
| <b>TIME</b>  | 19:00                    |

### PARTICIPANTS:

| <b>NAME</b>                            | <b>NUMBER</b> | <b>E-MAIL ADDRESS</b>                      |
|--|---------------|--|
| Diane Horn (President)                 | 0845498119    | President2@mountedarcheryassociation.co.za |
| Deirdre Janse van Rensburg (Secretary) | 0833471143    | admin@mountedarcheryassociation.co.za      |
| Maretha Kruger (Athletes Rep)          | 0823243936    | athlete@mountedarcheryassociation.co.za    |
| Amy Diack (KZN Chair)                  | 0745521380    | bumblebee300@gmail.com                     |
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### APOLOGIES:

| <b>NAME</b>                    | <b>NUMBER</b> | <b>E-MAIL ADDRESS</b>                    |
|--------------------------------|---------------|--|
| Callie Kruger (Vice President) | 0729864244    | vp@mountedarcheryassociation.co.za       |
| Petro Wium (Treasurer)         | 0716793818    | finances@mountedarcheryassociation.co.za |
| Rozelle Talma (GP Chair)       | 0784881403    | rozelletalma@gmail.com                   |
| Vicky van Zyl (NW Chair)       | 0828366482    | galopvirjesus@gmail.com                  |

**MINUTES:**

|           | POINTS                                       | DISCUSSION/DECISION  | TASKS  |
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| <b>1.</b> | <b>Meeting Formalities</b>                   |  |  |
| 1.1       | Opening of meeting                           | The President opened the meeting & welcomed everyone.  |  |
| 1.2       | Attendance register & apologies              | Members of council present recorded, apologies recorded.   |  |
| 1.3       | Quorum                                       | It was established that a quorum is not present; provinces represented GP, KZN. No major decisions need to be made/voted on. Decided to go ahead with the meeting.   |  |
| <b>2.</b> | <b>Matters arising from previous Minutes</b> |  |  |
| 2.1       | Changes to membership fees for 2023          | Budget Proposal from the treasurer to be discussed in item 7.  |  |
| 2.2       | KZN & NW Constitutions (Amy & Vicky)         | <p><b>Feedback KZNMA Constitution: (Amy)</b><br/>KZN council meeting next week to finalise constitution, they will send to national council next week.</p> <p><b>Feedback NW Constitution: (Diane on behalf of Vicky)</b><br/>Constitution sent wasn't applicable to mounted archery (used a western mounted games constitution). President communicated this to them, they apologised and sent the correct constitution (they accidentally sent the wrong constitution to Diane), the one they did send is sufficient; it is based on the GMAA constitution. Few small errors in the constitution, they will correct it and vote in at their next AGM.</p>      | <p><b>Diane:</b><br/>To send KZN constitution to council to review.</p>  |
| 2.3       | Club Audits (Rozelle GP)(Emma EC)            | <p><b>Feedback EC Kouga:</b><br/>Still no documentation received from Kouga Riding club and no communication regarding the matter from Emma.</p> <p><b>Feedback Kings &amp; Prophets &amp; Archersville:</b><br/>Deirdre feedback on behalf of Rozelle: She spoke to Banie and Jaco. Jaco is busy getting all club documentation in order and scheduling a meeting to vote in new club committee, he will send documentation asap. Banie said he would send documentation for Archersville but nothing has been received yet. Rozelle will keep following up.</p> <p>Diane concerned. Clubs that do not have enough members aren't compliant; it will affect</p> | <p><b>Diane:</b><br/>Add to mail that goes out for membership a note regarding club affiliation and minimum amount of athletes in club for 2023.</p> |

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|           |  | <p>not only voting but also team selection if we allow clubs that aren't large enough to remain affiliated.</p> <p><b>Decision:</b> We stick to our bylaws, can't allow clubs that aren't compliant. Diane will add a note to the membership fees email for 2023 regarding amount of athletes and members required for a club to be active.</p>  |   |
| 2.4       | Grading Badges/Pins                    | <p>Prestige Awards <a href="https://www.prestigeawards.co.za/products/printed-metal-lapel-button">https://www.prestigeawards.co.za/products/printed-metal-lapel-button</a></p> <p>Custom Logo Badge: R160ea (No minimum quantity)<br/> Scroll Type Badge: R42ea (No minimum quantity)</p> <p>Pins: Brass with stick pin &amp; clutch (30mm) R41 ea (No minimum quantity)</p> <p>Deirdre suggests that we use same company and we give members the option to choose whether they want the embroidered badge or the pin or both. They can order which grades they want it for and then we invoice them for it.</p> <p>Add option to order badges and pins on the membership form for 2023.</p> | <p><b>Deirdre:</b><br/> To order herself a pin and a badge so that we can get some samples.</p>   |
| 2.5       | Changes/acceptance of previous minutes | <p>Minutes accepted. President accepts. KZN seconds.</p>   | <p><b>Deirdre:</b> Send minutes for sign off<br/> <b>Diane:</b> Sign minutes<br/> <b>Deirdre:</b> Upload to website and email to members.</p>               |
| <b>3.</b> | <b>SAEF AGM Feedback (Diane)</b>       |  |   |
| 3.1       | Indigenous Riding                      | <p>Indigenous Riding has petered out – no further action from them in becoming an associate member of SAEF.</p>  |   |
| 3.2       | AHS Vaccinations                       | <p>AHS – still experiencing shortages of vaccines due to business failure at Onderstepoort. Ian Sanne is part of the discussion panel currently trying to allow private suppliers of vaccines to be approved. The exemption from AHS vaccines expired end October 2022, and the Veterinary Committee is discussing whether to extend this exemption for the next competitive season as well.</p>   | <p><b>Diane:</b><br/> Send mail to Sharlene asking when we'll know about AHS requirements for 2023 competitions, we need to communicate to our members.</p> |

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| 3.3       | Flu Vaccines   | Flu vaccines – it was pointed out that the last equine flu outbreak was in 2001. Some disciplines are not enforcing the 2 x per year rule for flu vaccines, and are only immunizing once a year. It was suggested that the rule be changed to only once a year for flu vaccines, the suggestion will be put to the Veterinary committee to discuss and make a decision.   |  |
| 3.4       | SAEF Membership Fees                                       | SAEF membership fees are increasing by 15% for 2023. They have not increased fees for the past two years. Senior members will now pay R750 per year, Juniors R460 per year. Entry level riders are still free.  |  |
| <b>4.</b> | <b>SAEF Response to National Team Selection (Diane)</b>    |   |  |
| 4.1       | Feedback   | Diane spoke to Sharlene, it appears that we are only supposed to select a National team if we are going to have an official test match, not every year as we are doing now. Also, the one rider from the 2021 team selection would not qualify to ride with the next team, as the selection is only valid for one year.   |  |
| <b>5.</b> | <b>Response from our invitation to French team (Diane)</b> |   |  |
| 5.1       | Feedback   | <p>Letter sent to Alan le Gall on 13<sup>th</sup> October. Alan asked Diane to address the letter to President of Horseback Archery comite French Equestrian Federation / National Selectioneer FFE Horseback Archery, and acknowledged receipt thereof.</p> <p>Alan is having a meeting with the federation tomorrow so he may have news thereafter.</p> <p>Suggestion from Deirdre: To standardize using Gauchaux every year (a test match can be arranged while we're there) we can then use this competition every year for earning our colours every year. Riders will know in advance to prepare or save for France and we don't have to then scramble every year to try find a country or competition where we'll be allowed to earn our colours.</p> <p>Suggestion from Diane: To suggest to France an alternating structure. To put a standard agreement in place with France. One year SA goes to France at Gauchoux and next year France comes to SA for a test match. This is a great suggestion; council agreed this would be the best option.</p> | <p><b>Diane:</b><br/>To discuss alternating years structure with Alan.</p>             |
| <b>6.</b> | <b>OGM/AGM 4 February 2023 (Diane)</b>                     |   |  |
| 6.1       | Arrangements: Venue, fun day, final notices                | <p>Final notice of AGM to go out by 19<sup>th</sup> December 2022. Need to decide on a venue and time.</p> <p>Diane wants the notice to go out by end of November so that MAASA offices can close for December.</p>   | <p><b>Deirdre:</b><br/>Final notice and all motions for AGM/OGM to go out end Nov.</p> |

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|     |   | <p>Set date for AGM/OGM and Year Opening is 4 February.<br/>Venue: Barebow Mounted Archers Venue. Maretha will help Deirdre to set up a field archery course for a fun event to take place prior to AGM/OGM and awards ceremony.</p> <p>Need to discuss event and costs further in email.</p>  | <p>Discuss costs + event etc. on email with council.<br/><b>Deirdre:</b><br/>Work out list of awards that need to be awarded, and to who.<br/><b>Diane/Deirdre:</b> Need to order trophies and certificates.</p> |
| 6.2 | Motion: Development Rider                 | Changes to By-Laws re definition of “Development Rider” and what criteria should be applied in determining whether the rider qualifies for this.   | <b>Diane:</b><br>To type up motion and send to council for approval.   |
| 6.3 | Motion: Define Active members for by-laws | MAASA By-Laws state minimum of 5 active members to constitute a club. Need to define “active members”. SAEF directives state that only a club with 5 or more active members (ie. athletes, not officials and administrators) is recognized for voting and nomination purposes.   | <b>Diane:</b><br>To type up motion and send to council for approval.   |
| 6.4 | Motion: Finances point 9.3.1              | Invoicing of National levies must be done within 7 working days after the completion of competition for all qualifiers and provincials – motion to add “or at the discretion of the MAASA National Treasurer”  | <b>Diane:</b><br>To type up motion and send to council for approval.   |
| 6.5 | Motion: Record Status events              | <p>As discussed in previous meeting, we need to add a section for SA Records to our rulebook. Council needs to approve of the writing/phrasing then we can submit it as a motion for the next OGM.</p> <p><i>MOTION: SOUTH AFRICAN RECORDS AND RECORD STATUS EVENTS</i></p> <p><i>Since 2021, MAASA has kept a formal lists of records for the standard events run within MAASA qualifiers. The following preconditions must be met in order for a score to be eligible to be recognised as a South African Record:</i></p> <p><i>South African Records can only be attained on the following tracks:</i></p> <ul style="list-style-type: none"> <li>• <i>IHAA Standard Raid Tracks: R23, R123, R125</i></li> <li>• <i>IHAA HBAE Tracks: R233, R235</i></li> <li>• <i>IHAA Tower Track: T110, T90</i></li> <li>• <i>IHAA Skirmish Track</i></li> </ul> | <b>Diane:</b><br>Submit motion on behalf of Gauteng province (ordinary member)   |

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|           |   | <p><i>Records can only be obtained if it was achieved at a "MAASA Record Status Event". The following constitutes a MAASA Record Status Event:</i></p> <ul style="list-style-type: none"> <li>• <i>All official MAASA Qualifiers, Provincials and Nationals with an official MAASA judge as head judge.</i></li> <li>• <i>IHAA wGP (World Grand Prix) competitions with an official MAASA judge as head judge.</i></li> <li>• <i>Records set at SANESA qualifiers will only be awarded if the optional MAASA grading has been requested when entering through the SANESA system thus enabling the rider to use the scores towards a MAASA grading.</i></li> <li>• <i>Unless run together as a MAASA qualifier, IHAA postal match scores cannot be used.</i></li> </ul> <p><i>If an applicant believes that they have set a new South African Record they must email the National Secretary with their scoresheet and request. National Records will be announced on Facebook as well as the MAASA Newsletter and MAASA Website.</i></p> <p>Council approves of motion: Maretha accepts, Diane seconds.</p> |   |
| 6.6       | Motion: Grading Matrix Student Archers                    | Deirdre needs to formalise writing for motion and send to council for approval. It can then be submitted as a motion.  | <b>Deirdre:</b><br>To send to council to approve and then submit as motion.                     |
| <b>7.</b> | <b>Budget 2023 (Petro)</b>                                |  |   |
| 7.1       | Final provisional budget and 2023 membership fees (Petro) | <p>Discussed suggestion from Diane regarding categories for membership fees. Diane will schedule meeting with directors to discuss and revert back to committee. Send out membership fees by end of November.</p> <p>Budget proposal from treasurer, she left the structure as it was last year, with the 3 categories with a 5 % annual increase.</p>   | <b>Diane:</b><br>Will schedule meeting next week with directors to discuss finances and budget. |

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| <b>Category A</b>     | <b>Athletes Membership 2023</b>   |                       | <b>Category B</b> | <b>Newcomers Membership 2023</b> |  |
|                       | Horse Archers (Senior & Junior)   |                       |                   | Novice/Entry Level Riders        |  |
|                       | Student Archers (Senior & Junior) |                       |                   | Development Riders (1 + years)   |  |
|                       | SANESA Graded Riders              |                       |                   | Non Competitive Riders           |  |
|                       | Individual R525pp                 |                       |                   | Social Members (with vote)       |  |
| Individual + 1 R472pp |                                   | Individual R315pp     |                   |                                  |  |
| 3 + riders R420pp     |                                   | Individual + 1 R288pp |                   |                                  |  |
|                       |                                   | 3 + members R262pp    |                   |                                  |  |

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| <b>Category C</b> | <b>Free Membership 2023</b>          |  |
|                   | Guardians (Parents of juniors)       |  |
|                   | Committee Members (non-athletes)     |  |
|                   | Development Riders (only first year) |  |

| MAASA NATIONAL BUDGET 2023     |                   |   |
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| <b>PROJECTED INCOME 2023</b>   |                   |   |
|                                |                   | <b>Notes</b>                                      |
| Membership Fees                | R30 000.00        | Membership categories introduced - Category A/B/C |
| National levies - Competitions | R3 000.00         | Keep levies @ R35 per rider for qualifiers        |
| Grading Fees                   | R2 000.00         | SANESA  |
|                                | <b>R35 000.00</b> |   |

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| <b>PROJECTED EXPENSES 2023</b> |                   |  |
|                                |                   | <b>Notes</b>   |
| <b>From Income</b>             |                   |  |
| Bank Charges                   | R3 000.00         |  |
| Email / Domain hosting         | R1 800.00         | NGD&A - monthly fees + annual renewal                                    |
| Website hosting                | R3 100.00         | Wix annual subscription  |
| Accounting Fees                | R7 000.00         | Financial Statements / Change of Directors / ITR14 Return / CIPC renewal |
| International Affiliation Fees | R3 000.00         | 2023 IHAA Affiliation Fees   |
| Awards                         | R5 000.00         | Floating trophies (Nationals)  |
| National Team Support          | R4 000.00         |  |
|                                | <b>R28 900.00</b> |  |

Bank Balance as at 8/11/2022 **R49 598.25**



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|  |  | <p>Comments from the President: We discussed re-defining the description of our categories in our Council meeting on 3<sup>rd</sup> August. The following was suggested:</p> <ul style="list-style-type: none"> <li>○ Competitive Athlete</li> <li>○ Non-Competitive Athlete</li> <li>○ Guardian (parent voting for junior)</li> <li>○ Officials</li> <li>○ Committee members</li> </ul> <p>It would be helpful if our members could have a short description of each category to help them decide which category they fall into, e.g. Competitive Athlete – Horse Archers (Senior &amp; Junior), Student Archers (Senior &amp; Junior), SANESA Graded Riders.</p> <p>We also need to have reference to Development riders – free membership only if applied for, motivated and approved by Council.</p> <p>Do we need to put Novice riders in a category on their own, with a reduced membership fee?</p> <p>The amounts for each category can perhaps be rounded off for ease of reference e.g. R472 could be R475</p> <ul style="list-style-type: none"> <li>● The 5% annual increase – will that be sufficient to cover our fixed expenses for 2023?</li> <li>● Can we afford to give a discounted rate to two or more members of a family next year? We did that to help everyone during the worst of the pandemic, in order to keep membership numbers level, not sure if we still need to make that allowance again?</li> <li>● Our projected income from membership fees for 2022 was R24 000.00. What was the actual amount that we collected for memberships? I see Petro has projected R30 000 for next year, I'm concerned we won't reach that amount considering we won't have the Okusha members renewing their membership next year.</li> <li>● Can we consider enforcing a penalty for late renewal of memberships? I think we need to give everyone until the end of January to get their memberships up to date, but thereafter charge penalties for late renewal.</li> <li>● International affiliation fees – SAEF has budgeted for this, they are supposed to refund us our IHAA affiliation fees. Helen Thrush is the SAEF Treasurer, we can contact her to find out how to get this back.</li> <li>● We will need a separate budget for the Development grant for our provinces – they</li> </ul> |  |
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|     |   | <p>will need to apply for and motivate their application, and it will need to be ratified by Council, but the figures will need to be presented at the OGM as a separate budget.</p> <ul style="list-style-type: none"> <li>• Would it be possible to have some idea of projected income/expenses versus actual income/expenses for 2022?</li> </ul> <p>I have requested a report from SANESA regarding the grading fees they collected on our behalf during this year; I will let you know how much we can expect to be refunded when I hear from them.</p> <p>Comments from Deirdre:</p> <ul style="list-style-type: none"> <li>• (Rephrase to make more clear what is meant by that option: “SANESA Riders that want to apply for a MAASA grading”.</li> <li>• For the Development Riders description also add: “Applicant must be of a previously disadvantaged group or show evidence of being in need of financial aid. Free membership for the first year only.” (Do we then work out a fee for development riders for their 2<sup>nd</sup> year onwards or do they pay normal fees from there onwards?)</li> <li>• Novice riders in a category on their own: Yes I would say so, since they won’t have their own dedicated qualifiers (as we tried to implement this year) and will need to do their gradings at training shows only).</li> <li>• Regarding family discounts I’m in favour of keeping it that way for families (only if both family members ride)</li> <li>• Penalty for late renewal of memberships: We tried enforcing the penalty fee this year, but people that paid late didn’t bother to pay the extra R150 for the penalty fee, we then made exceptions for some of the people that did enter late and because this wasn’t fair to other riders we just scrapped the penalty fee. If we are going to implement it then we need to enforce it for all or not implement it at all.</li> <li>• Development grant for provinces: is this a once of grant or something they can apply for annually?</li> </ul> |  |
| 7.2 | Notice of membership renewal / fees by end of November. | Finalise fees and renewal date: to be sent out end of Nov  | <b>Petro:</b><br>To send out membership fees mail to MAASA members . |

| 8.  | Qualifiers 2023                                       |   |   |
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| 8.1 | MAASA SANESA Qualifier dates 2023                     | <p><b>SANESA – Provincial reps</b> to provide SANESA qualifier dates for 2023. Gauteng has already submitted their provisional dates for 2023 to SANESA National</p> <p><b>All Provincial bodies</b> – submit qualifier dates for 2023 (MAASA and SANESA where applicable). I have attached the provisional 2023 spreadsheet for you, please complete and mail back to me with your dates, or mail me the dates and I will populate the spreadsheet.</p> <p>Gauteng dates received for SANESA &amp; MAASA.<br/>           NW dates received for SANESA &amp; MAASA.<br/>           Waiting for KZN (They will decide dates in their council meeting this weekend).</p>                  | <p><b>KZN:</b><br/>           Submit qualifier dates for 2023 asap</p>                                |
| 8.2 | EOI's for Show Holding Bodies                         | <p>EOI's for venues / show holding bodies: SANESA EOI's need to be renewed annually, and have to be submitted at the latest 6 weeks before the 1<sup>st</sup> SANESA qualifier in the province. Diane has sent the SANESA EOI 2023 form to SANESA Provincial Reps. New venues that would like to host MAASA qualifiers must complete a MAASA EOI and SLA (Service Level Agreement).</p> <p>Rozelle &amp; Jacques to do track assessment on Johan du Toit's track on Friday 18 Nov.</p> <p>Deirdre excited to have Johan's track approved, there are many students in the Honeydew/Roodepoort/Krugersdorp area that would like to start competing and a closer track would be great.</p> | <p><b>Rozelle &amp; Jacques:</b><br/>           Track assessments for Johan du Toit's 2 x tracks.</p> |
| 9.  | Judges course 2023 (Deirdre)                          |   |   |
| 9.1 | Judges commission mail & refresher judges course 2023 | <p>Deirdre to send out mail to all judges (updated as well as outdated judges) regarding judges commission that needs to be formed and judges refresher course that needs to be held early in 2023.</p> <p>Judges that are outdated i.e. haven't judged in a few years/hasn't done a refresher judges course since the implementation of the Tower/Raid tracks will need to do a refresher course.</p> <p>Also include in the course a section on tack, what is allowed and what isn't etc.</p>   | <p><b>Deirdre:</b><br/>           To send mail to judges end of November.</p>                         |

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|            |                                | Judges also need to do the L1 IHAA course as supporting judges course for their MAASA judges status.<br><br>We need to decide on a date, what to require, who presents, costs?<br><br><b>Decision:</b><br>Refresher course perhaps on a week day evening. 8 <sup>th</sup> /9 <sup>th</sup> of Feb (wed, thurs) Raid and tower on the one evening, tack on the next day. Deirdre to present. (Diane can help with slides). Should be compulsory if you want to be an active judge. Cost: R150 to go to MAASA. |  |
| <b>10.</b> | <b>Nationals 2022 (Diane)</b>  |  |  |
| 10.1       | Feedback from officials/judges | Issue with martingale too tight.<br>Horse being led down track, was addressed and groom walked next to track.<br>Ground target for Qabac wasn't in place for Qabac event.  |  |
| <b>11.</b> | <b>General</b>                 |  |  |
| 11.1       | EC provincial rep (Diane)      | No paperwork received from EC Rep for club audit. No communication being received from EC Representative for any meetings/emails. EC is not formally constituted. It was a courtesy to add them to the council (without a vote). But since they aren't formally constituted and have not been contributing to the council in any way they will be removed from the council group until such a time as they are formally constituted.   | <b>Diane:</b><br>To send mail to EC rep notifying her of removal from council.<br><b>Deirdre:</b><br>To remove from Whatsap group and email group. |
| 11.2       |                                |  |  |
| <b>12.</b> | <b>Closing</b>                 |  |  |
| 12.1       | Next meeting date              | No more meetings scheduled for 2022.   |  |
| 12.2       | Meeting Closure                | The president thanked everyone and closed the meeting.   |  |

Greetings



Diane Horn (Chairman)."

Signed at Pretoria on 10th day of March 2023 2022.