



## Minutes of the SHF 2021 Annual General Meeting March 13, 2021 2:15 PM Saskatoon Inn, Saskatoon, SK

### Registered Voters – Board Members

Lisa Graham - President	Jason Hanley – VP Industry
Victoria Kendall – President-Elect	Lorraine Gilchrist - Director
Shirley Brodsky – Past President/VP Finance	Pat Michael - Director
Shirley Mawson – VP Sport	Cindy Klassen – Director at Large
Norm Kohle – VP Diversity	Terry Klassen – Director

### Registered Voters-Individuals

### Registered Voters-Clubs

Gloria Kadlec	Gloria Kadlec – Saskatchewan Western Dressage
Nicole Wood	
Michelle Hough	Michelle Hough – Corman Park Horse Riders Association
Rose Backlund	Rose Backlund – Canadian Thoroughbred Horse Society
Sherry Ann Hanley	Sherry Ann Hanley – Saskatchewan Equestrian Vaulting Assn
Moria Remmen	Moiria Remmen – Kingskettle pony Club

**Staff:** Pam Duckworth - Office Manager

### **Call To Order:**

Lisa Graham called the meeting to order at 2:15 PM.

The Board of Directors and staff were introduced and a welcome extended to all members and guests in attendance.

### **Quorum Established:**

### **Approval of Agenda:**

**Motion:** To accept the agenda as presented.

**M/S/C** – Shirley Mawson/Gloria Kadlec

### **Minutes for Approval:**

**Motion:** To accept the minutes from the 2020 AGM as presented.

**M/S/C** – Victoria Kendall/Cindy Klassen

### **Business Arising for Minutes:**

It was recommended at the 2020 AGM that the bylaws reflect the Management Committee’s role. This has been addressed and will be noted in the presentation of the proposed bylaw changes.



### **Chair's Report:**

Lisa Graham read the Chair's Report reflecting on the challenges in 2020, from COVID-19 restrictions, resignations, retirements and the cancelation of Heritage Shows, Prairie Cup and the Provincial Finals. SHF was faced with the our Directors taking on new roles within the Board to ensure that we were still able to deliver on our programs to the membership and bring accountability and transparency to the 2020 and 2021 budgets while being accountable to our membership. This accountability meant that very difficult decisions would have to be made to preserve the Federation as we moved forward. Between July and November, SHF eliminated four positions and hired one casual staff to take up the slack in administration.

SHF also completed the three year review with Sask Sport in mid October. This intensive report covered all SHF operations over the previous three years and was well received by Sask Sport who were very supportive of the administrative changes that were completed in 2020 and our vision of moving forward into 2021 and 2022.

The SHF Grant's Committee was able to modify the existing grants for 2020 to ensure that our membership were able to be supported through COVID-19. The Athlete's Assistance grant was modified to assist those athletes who remained in training throughout 2020 without a prospective show year. SHF was also able to provide clubs with a variety of ideas for grant use in 2020.

SHF worked very hard to continue to roll out a variety of programs to our membership throughout 2020 whether it be in person training, online initiatives or through recreational riding programs.

### **Financial Report:**

Shirley Brodsky – VP Finance presented the 2020 Audited Financial statement. This document had also been posted to the website for review.

Shirley Brodsky advised that she was appointed to this position in September and that it has been a steep learning curve to prepare all of the documents for the membership. Shirley advised that the membership sees the VP of Finance stand up and provide an update on our financial situation, but that there is much more to the Finance Committee. They do monthly reviews of detailed financial statements and regularly present those findings to the Board as oversight. They also create policy with Governance as oversight, including investment policy to ensure that the membership's money is making the best income without a high risk, oversight to make sure any overage spending and variances are reported on. We also work very hard to create an annual budget that is tied to the Operational and Strategic Plan.

The Statement of Financial Position is the balance sheet for the organization and shows our worth. Our administration costs were trending upwards and our deliverables on programs and services were trending downward and we took a very hard look at those numbers. We also made very hard decisions on the termination of positions that we were not utilizing during COVID-19, Competitions and Communications were positions that we felt we could not justify at this time. We also had to look at the reinvesting of our investments that had come to term and through working with our financial institution, they recommended that we only reinvest for a one year term due to low interest rates.

Most of our funding comes from Sask Sport and much of this funding has remained in tact. We are also responsible to report any target variance back to Sask Sport to explain why we did not meet our target goals. SHF took a Plan B approach to everything and continued to find a way to provide programming and grants to our members throughout 2020.



The Statement of Loss & Revenues is the profit and loss statement and high lights the salaries. Pam and Lisa are also available to answer any Finance questions that arise.

Shirley Brodsky provided an overview to the major losses within that statement as many were as a result of COVID-19 restrictions. Membership has remained strong and a noted reduction in salaries was attributed to cuts.

Shirley Brodsky opened the floor to questions. No questions.

**Motion:** To accept the 2020 Audited Financial Report as presented.

**M/S/C** - Lorraine Gilchrist/Pat Michael

**Appointment of the Auditor:**

Shirley Brodsky asked for a motion to appoint Robert Szautner as the SHF Auditor for 2021.

**Motion:** To appoint Robert Szautner as the SHF Auditor for 2021

**M/S/C** – Gloria Kadlec/Victoria Kendall

**SHF 2020 High Lights Presentation:**

Lisa Graham presented a power point presentation that addressed the highlights and accomplishments that SHF was able to complete in 2020. Copy of Power Point attached.

Shirley Brodsky thanked Lisa Graham for the presentation and the amount of work that she has put into the Federation. She assumed the Chair's position 9 months ago and has put in a lot of work to keep the Federation afloat as witnessed in the overview in the power point. Shirley Brodsky asked for everyone to join her in thanking Lisa for a job well done.

**Nominating Committee Report:**

Shirley Brodsky, Nominating Committee Chair, advised that a Call for Board Nominations, as required by our Bylaws was issued on November 7, 2020. An additional call was made on December 3, 2020.

At the end of day, January 4, 2021, no board nominations had been received and nominations ceased. Two incumbent board members are staying on for a further three year term.

Introduction of directors elected by acclimation for a new three year term: Victoria Kendall and Cindy Klassen.

Shirley Brodsky asked for a motion for both acclimations.

**Motion:** To approve both Victoria Kendall and Cindy Klassen acclimations to the SHF Board of Directors for 3 year terms.

**M/S/C** – Shirley Mawson/Jason Hanley

Shirley Brodsky re-introduced the 2021 Board of Directors who are completing their terms:

Lisa Graham, Shirley Brodsky, Shirley Mawson, Norm Kohle, Jason Hanley, Terry Klassen, Pat Michael, and Lorraine Gilchrist.



**First Call For Nominations Director at Large:** (One year appointment)

**Motion:** To nominate Nicole Wood as Director at Large

**M/S/C** – Norm Kohle

Nicole Wood agreed to permit her name to stand.

**Annual Reports:**

All committee reports were published in the 2021 calendar which are available to everyone in attendance and members.

**Motion:** To accept the 2021 AGM reports.

**M/S/C** – Victoria Kendall/Terry Klassen

**Second Call For Nominations Director at Large:**

**Proposed Bylaw Amendments:**

Lisa Graham, Governance Committee Chair, lead the review of the proposed bylaw changes. The proposed changes were published on the website prior to the AGM.

There are very few amendments to the bylaws this year and most are housekeeping in nature to reflect gender neutral terms, numbering corrections and grammar/spelling corrections.

**Motion:** To approve the amendments to the first three items

**M/S/C** – Victoria Kendall/Michelle Hough

**Motion:** To approve the definition of the Management Committee (fourth item)

**M/S/C** – Shirley Mawson/Victoria Kendall

**Motion:** To approve all remaining items (fifth to eleventh items)

**M/S/C** – Pat Michael/Victoria Kendall

**Recognition Awards:**

Lisa Graham advised that due to COVID-19 restrictions, not all award recipients were able to attend this years AGM to collect their awards and that some have been previously awarded.

**Miles In Motion: Driving** – Stan Garchinski (presented earlier in the day)

**Riding** – Melanie Elliott

**Retiring Director** – Dr. Jim Sawatsky

**End of Term Director** – Ron Farrow (presented earlier in the day)

**President's Award** – Shirley Brodsky

Lisa Graham presented the 2021 Presidents Award to Shirley Brodsky and stated that she truly appreciated everything that Shirley has done for SHF this year. Shirley has gone above and beyond to keep us on track this year. Shirley thanked everyone and stated that the whole Board has really stuck together this year and deserves this award.

**Final Call For Nominations Director at Large:**

**Motion:** For nominations for Director at Large to cease.

**M/S/C** – Jason Hanley/Victoria Kendall



Nicole Wood was provided with an opportunity to present her biography to those present at the AGM. Nicole is a Registered Veterinary Technologist and works at the WCVN. 4-H alumni, former western discipline rider and horse master with the Park Valley Pony Club. She holds a passion for education and has been able to work with numerous groups. She is also involved with eventing.

As no further nominations were received from the floor, Nicole Wood was acclaimed as the Director at Large for a one year term 2021/2022.

**New Business:**

November 7, 2020 a Call for Motions was circulated to the membership. Follow up notice Calling for Motions was issued on December 3, 2020. Call for Motions closed January 4, 2021 with no motions received.

No recommendations received from the floor during the AGM.

Lisa Graham did provide everyone in attendance with an update on the EHV-1 outbreak and strongly suggested that they follow biosecurity protocols, vaccinations and travel/hauling safety measures.

**Motion to adjourn:**

**M/S/C – Victoria Kendall/Cindy Klassen 3:07 PM**

**Approved by:**

\_\_\_\_\_  
Lisa Graham, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lorraine Gilchrist President-Elect

\_\_\_\_\_  
Date