

## **EXMOOR PONY SOCIETY**

### **Trustee Notes from the 'Virtual' Committee Meeting held on Friday, 22 April 2022**

Nigel Hill (NH)  
Geoff Bryant (GB)  
David Wallace (DW)  
Dr Sue Baker (DSBA)  
Mark Drummond (MD)  
Stephanie Poulter (SP)  
Vicky Lamb (VL)  
Sheralee Matravers (SM)  
Rob Taylor (RT)

Jay Gee (Secretary)

The Chairman, NH, opened the meeting at 10.35am

#### **1. Apologies for Absence**

Sue Burger  
Margaret Partridge Keane  
Marcello Riggio

#### **2. Notification of Any Other Business on the agenda (All)**

NH advised that he had items to bring up under Any Other Business that were not listed on the agenda.

#### **3. Approval of the Minutes of the Meetings held on 4 April 2022 (All)**

SP proposed and VL seconded the proposal that the minutes of the meeting of the 4<sup>th</sup> April 2022 be approved and this was unanimously agreed.

#### **4. Secretary financial authorisation**

VL proposed and RT seconded the proposal to *"Authorise the Trustee & Treasurer, Geoffrey Bryant, to set up the Secretary, Mrs Jay Louise Gee, as authorised signatory to accounts with Natwest, Virgin Money, Paypal and Stripe; debit card holder for Natwest & Virgin Money; and as the Society's authorised contact person for designated suppliers to the Exmoor Pony Society"*. This was unanimously agreed.

#### **5. Any Other Business**

##### **Update on new secretary progress**

NH explained that the office equipment was moved to the new secretary's address on the 11<sup>th</sup> April 2022. The website was now up and running again and the new landline installed. There were still issues with Facebook due to it being linked to the previous secretary's personal account. NH had been in contact with Facebook to try to resolve this. Grassroots sent out a mailing to all members which prompted positive feedback from members and NH believed this could encourage those who had previously not renewed their memberships to renew.

GB explained that he was in the process of removing the previous secretary as the 'subscriber' to Xero.

##### **Email from previous secretary**

An email had been received from the previous secretary.

GB suggested NH reply to the email stating that the reply was on behalf of all trustees and that the reply should be brief.

NH advised that the reply should reference the decision made in a previous meeting and that the trustees' position has not changed since then.

#### **Secretary contract**

NH stated that a contract had been drawn up by DSBA and SB and HR advice was being sought before handing it to the secretary.

#### **Inspection Discussion Day**

NH advised there was no confirmed number of attendees but he had put a post on the Exmoor Pony Owners/Riders Facebook page and the secretary had put a post on the website explaining that it was still going ahead.

NH stated that the secretary had generated a list of current inspectors using the Grassroots database.

The secretary explained that there is no current code in Grassroots for probationers but this was a possibility in the future.

#### **AGM**

MD advised that 34 members were confirmed for the centenary dinner and 41 for the lunch buffet. Most members had been paying via BACS or Paypal and some by cheque.

#### **Yearbook**

GB stated that Chris Grant had enlisted help to finish the yearbook and emphasised the importance of providing all members with a copy before the AGM. GB hoped it would be ready to proofread in a matter of days and would be looking to allocate trustees around 10 pages each to proofread.

DSBA suggested emailing all members explaining that there has been technical difficulties and the yearbook would be with them shortly. NH advised an email would not reach many of our members. DW suggested using the website and social media too. DSBA added that the area representatives could be asked to make it known to members in their area.

DW emphasised that all trustees should be given part of the yearbook to proofread and trustees can assist the secretary with the mailing process.

GB advised he would send previous copies to the secretary so mailing supplies can be purchased as ease of fulfilment is critical and anything supplementary could be added to the mailing if necessary. There being no other business, NH closed the meeting at 11.17am.