

Meeting Minutes
Conference Call

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| Present: | Barbara Clarke, Rachel Campbell, Ashley Bostrom, Janice Mauren, Cindy Murray, Teresa Deeter, Sue Casey, Jennie Bohart, Doreen Cutts |
| Proxies: | |
| Guests: | |
| Apologies: | Catherine Lopalo |
| Quorum: | MET |
| Opened: | 8:03pm |
| Next Mtg: | Conference Call 4 May 2010, 8pm. Dial in: 877.896.1865, passcode 0209 |
| Closed: | 9:55pm, Moved: Doreen Cutts, 2 nd : Barbara Clarke |
| Minutes: | 2-March-2010 minutes approved. Moved: Jennie Bohart, 2 nd : Doreen Cutts. |

Presidents Report (Jennie Bohart):

1. Webmaster and Newsletter Editor Updates: Jennie has been provided all information from Charlotte on passwords, maintenance, formats, etc. Charlotte has generously agreed to continue to provide website support for another month until a webmaster can be found.
ACTION: Janice Mauren will ask Jonathon Wentz if he is interested in being club webmaster.
ACTION: Janice Mauren will contact Paige Peters-Wyndham re: Newsletter editor interest. Paige had expressed interest to Charlotte but both have been unable to communicate.
2. Jennie was interested in option of creating a “news” page on website instead of newsletter. Can use email blasts as a highlight to the web-based newsletter or “News” page.
3. Other option discussed was a Facebook page as a good method of communicating updates on events to general membership. Many members are currently Facebook subscribers. Could add Facebook as a supplementary communication method to direct members to the website updates.
4. Constant Contact also a valuable resource/method for weekly news updates. Could use our email blast tool more frequently in lieu of a newsletter or “news” page. The club is charge by the number of email addresses not the number of communications sent.
5. Sue Casey would caution the club against moving toward total electronic (i.e. Facebook, web-based) communication access. Barbara Clarke suggested an electronic format in the interim until more permanent newsletter editor in place to manage periodic hard-copy newsletters.

Vice President’s Report (Doreen Cutts): Nothing to Report.

Secretary’s Report (Barbara Clarke):

1. A request from a non-member for a hard copy of the Spring Show I/II Prizelist was made via email. Barbara Clarke sent a hard copy to requestor. In the future, any hardcopy requests for prizelists should be referred to Show Secretary. Statement added to website and to Prizelist.
2. Table skirts: B Clarke proposed tableskirts for judges tables to help hide judge’s legs and feet as well as provide a more professional look to judge’s tables. Will include the skirt, clips and “topper” to cover the tabletop. Teresa suggested a curtain rod inserted in bottom hem to stabilize. B Lewis suggested two sets of skirts for two judges tables as outdoor rings are usually in hut with solid wall at bottom. Also it was suggested that B Clarke purchase on club’s behalf eight (8) chair cushions for judges & scribes in outdoor material. Motion to approve table skirts, table toppers, clips and new chair cushions for judges and scribes. Moved: Barbara Lewis, 2nd Jennie Bohart.

Treasurer Report (Barbara Lewis):

1. Bank Balances:
Vanguard as of 12/31/09 \$2646.16
Prosperity Bank 02/28/10 \$19,997.52

2. Club Accepting Credit Cards for membership dues/show entry payments: Intuit has a product to utilize credit cards for membership dues and show entry fees. There is a balance between convenience and record keeping – in addition to terminal fees for using the service (1.6-3% of each sale.) Is there a risk of security breach for card member, if so can limit the number of officers who have access. Different merchant service providers include different options (wireless, online or terminal reconciling). Question: Is this a value-added service? Are we losing members or entries because of a non-electronic payment option? Not sure what the charge fees are for non-profit organizations. May be able to negotiate between Mastercard & Visa. What are the Benefits vs Costs.
ACTION: Barbara Lewis will phone HDS to see how they manage credit card payments. How does it link on the website?
ACTION: Barbara Lewis will investigate Paypal for non-profit organizations (fees, management).
ACTION: Barbara Lewis and Cindy Murray will confer on the administration of credit card & Paypal record keeping & reconciling. Time consuming logistics?
3. 2010 Show Year: Will enable two-tiered Vendor rates based on electricity usage – Electric needed vendor, or no-electric needed vendor.
ACTION: Barbara Lewis will send specifics to Janice Mauren for including in vendor rates program.

Membership Chair (Teresa Deeter):

1. Currently have 165 members. New membership database sent to Secretary.

Recognized Show Report (Michelann Tachibana): Nothing to report / not present

Recognized Show Chair (OPEN):

1. Janice Mauren said that Ed Lavalley expressed an interest in the Recognized Show Chair role. She will talk with him again to gauge level of interest in volunteer position.
2. Health & Safety Officer: per rules, can also be the hired Show EMT. Barbara Lewis will confer with TD (Bob Cooper) on the basic responsibilities of the Health & Safety Officer are to communicate and manage logistics for any emergency procedure.
ACTION: Barbara Lewis will draw-up the roles/responsibilities for Recognize Show Chair in order to communicate clearly the duties of the open position, including detailed tasks such as airfare, hotel, etc.. Will document and send to board for review.

Schooling Show Chair (OPEN): Nothing to report / not present.

Ads and Promotions Chair (Janice Mauren, Cindy Murray):

1. Show Programs: As part of level 3 show, the club must provide programs. Janice will look into creating a program for Spring Show I/II and will communicate program ad rates (as is as published on website) . Will email blast information to start generating ads and show sponsors for program.
2. Sponsorship & Show Stalls: Would like to offer Premium and Semi-Premium stalls to show sponsors to reward large barns/trainers groups. Specifics will be managed through the Ads/Promotions team.
3. Vendor Locations prime: Ads/Promos team. Will work with Peggy (Las Colinas Equestrian Centre) on where vendors are to be located & communication of vendor space locations with vendors.

Awards Chair (Ashley Bostrom):

1. Ribbons have all been inventoried & ordered.
2. Worked on acquisition of prizes via It's All About The Horse.
3. Who is responsible for Schooling Show ribbons (inventory, storage, ordering)?
ACTION: B Lewis, D Cutts & A Bostrom will inventory Schooling Show Ribbons while at Spring Show I/II at LCEC.

Junior Riders Chair (Rachel Campbell):

1. Publicity re: Region 9 Junior Teams Championships. Will insert flyers into show programs or competitor packets.
2. Welcoming Party: 25-30 people estimated to attend. Will have Jonathon Wentz speak on his Para-Equestrian activities for the Educational Activity.

3. Goody Bags: will include things like key chains, notepads, etc. Will contact USDF and see what they can donate for the competitors.
4. Location: would like to use the lounge in the School of Horsemanship.
5. Stall Decorations: WEG theme – Kentucky. Judging to be done at 3pm on Saturday. Judging committee: Barbara Lewis, Barbara Clarke, Teresa Deeter.
6. “Shining Star” award: a sportsmanship award by nominations. Will provide a drop-box in office for nominations. Same cut-off time - 15 minutes after last ride of the day. Will be announced during the Awards Ceremony:
7. Awards Presentations: Ashley Bostrom, as awards chair, will present awards to Juniors.

Publications Chair (OPEN): Nothing to report, no present.

Professional Advisor /Volunteer Coordinator (Sue Casey):

1. Have approx half the volunteer s needed for the Spring Show I/II
2. Sue has offered to help coordinate the good bags for the judges. Will work with Barbara Lewis on judge hospitality.

Education Chair (Catherine Lopalo): Nothing to report, not present.

General Business:

Email Votes/Discussions: