

DDC Board Meeting, 12 January 2011

Meeting Minutes  
Conference Call

Present:	Barbara Clarke, Barbara Lewis, Teresa Deeter, Janice Mauren, Michele Miles, Catherine Thorpe
Proxies:	Doreen Cutts to Barbara Lewis
Guests:	None
Apologies:	Rachel Campbell, Jennie Bohart, Doreen Cutts
Quorum:	MET
Opened:	8:00pm
Next Mtg:	9-Feb-2011, 7:00pm LCEC lounge. Planning Meeting: date & location TBD
Closed:	9:17pm, moved: Barbara Lewis, 2 <sup>nd</sup> : Michele Miles
Minutes:	December Board Meeting minutes approved with edits, moved: Barbara Lewis, 2 <sup>nd</sup> : Teresa Deeter

Presidents Report (Jennie Bohart): Not present. Nothing to report.

Vice President's Report (Barbara Lewis):

1. The USDF Adult Clinic Series with Lilo Fore: would be a good event for the DDC to apply to host. Need to provide an expression of interest and find dates which would be suitable.  
ACTION: Catherine Thorpe will provide dates / range of dates for application to USDF – from last weekend in Feb 2012 through 1<sup>st</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> weekend in March. Will state that Las Colinas Equestrian Centre is likely to be the site of the USDF Adult Clinic Series – as it is a “level III USEF/USDF competition facility.”

Secretary's Report (Barbara Clarke):

1. Silent Auction: have gotten some good feedback from donors – as relayed to the Secretary by Michele Miles, Linda Turner. Seems to be on target with last year's donations levels. Rachel Campbell has offered to help collect items and/or help setup on the day of the banquet.  
ACTION: B Clarke to send gift certificate template to Michele Miles and Linda Turner to create certificates for several donations.  
ACTION: Janice Mauren to send iContact/email blast to remind that Silent Auction items are still being accepted and a reminder for all to purchase banquet tickets. Have until Weds 26 Jan 2011 to confirm.  
ACTION: Doreen Cutts will send a “little bird told me” teaser email to entice award winners to attend the banquet this week.

Treasurer Report (Doreen Cutts): Not present. Bank balances via email.

1. Prosperity bank as of (31 December 2010) \$6732.06

Membership Chair (Teresa Deeter):

1. Some board members still have not renewed their membership. Need to send in a.s.a.p.
2. Membership drive pretty much at same pace as last year. 124 members.

Recognized Show Chair (OPEN):

Schooling Show Chair (OPEN):

1. Barbara Lewis suggested we need to have a DDC prime present at the next DDC Schooling show. Therefore suggested moving the 12-Feb schooling show to first weekend in March (Sat 5-March-2011). Catherine Thorpe said she can be available on that date. Michele Miles said she can probably help and be present as club rep for March date.

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

1. Janice resigned in December, effective end of month January 2011. However will be able to continue with iContact for the club – the account is currently tied to Janice’s name.
2. There may have been a misunderstanding re: Auditor discounts with the Alfredo Hernandez clinic sponsorship. Many people who purported to be current DDC members were not actually DDC members for 2010. In the future, the DDC may need to remind clinic organizers that during December and January many memberships may have lapsed. Suggested having a DDC membership application at the function and/or have a DDC representative on site for sign-up. Someone expressed that with all the other burdens on DDC officers, do not want to require that an officer is at the function. Teresa stated that the DDC membership roster is available online and that the clinic organizer did not contact Teresa at any time to request a current DDC membership roster for the event. Teresa suggested an affidavit as another option so that should people be found to NOT be members, the discounted funds would then be applied to their admission to the event. Need to take the burden off the club and put it back on the organizer. Someone suggested that the club should agree that the organizer should print the membership application as a condition of DDC sponsorship, which is especially important at this time of year. Catherine suggested that the info on conditions of sponsorship, membership roster location and an affidavit be included as part of the Sponsorship Request form. Need to identify location of where to find information (i.e. current membership roster) and/or who to contact to get the information needed.  
ACTION: Janice will update sponsorship request form.

Awards Chair (Michele Miles):

1. May need to order more blue ribbons for the upcoming Feb Schooling show.
2. Awards for banquet: projected cost of the awards to be \$3,261.75.

Junior Riders Chair (Rachel Campbell): Not present. Nothing to report.

Webmaster (Leslie Heltzen): Not present. Nothing to report.

Professional Advisor (Sue Casey): Not present. Nothing to report.

Education Chair (Catherine Thorpe):

1. Former Treasurer/Vice President stated that we no longer have any funds for any educational events. The only future funds for educational events will come from the proceeds of the Silent Auction or via “shows”. Do not have any funds to sponsor any events. Club will only hold educational events that will break-even or make money for the club.
2. Post Show Educational Events: Can definitely hold extra events, the facility is fine and some dressage foundation grants are available.
3. Tack Sale: have fielded a great amount of queries from people who want to sell tack and who are okay with buying some not-so-new items. Suggested holding a tack-sale at the next schooling show. Club could “rent” or charge each person wanting to sell used items on a per table basis.

ACTION: Catherine to send blurb to Janice who can include in next iContact email blast, to Barbara Lewis for Schooling Show entry/prize list and to Barbara Clarke for newsletter. Barbara Lewis will contact Peggy Dickson from LCEC re: potential vendor fees.

General Business:

Email Votes/Discussions: Ben Casey has kindly offered to Emcee (MC) the banquet.

**ACTION REGISTER:**

Date	Owners	Action Opened	Due	Status
5 June 07	ALL CHAIRS	Provide DOREEN CUTTS with chair spending budget for 2010 based on past and present spending figures.	a.s.a.p.	OPEN
5 Oct 09	Jennie Bohart	Contact Hilda Gurney or Whit Watkins re; clinic for DDC members	a.s.a.p.	OPEN

2 Mar 10	Jennie Bohart, Catherine Lopalo	Coordinate viewings of the Visible Horse / Visible Rider DVDs for the general membership.	6 April 10	NEW
8 Dec 10	Barbara Lewis	Commit/organize a Ride A Test in conjunction with Feb 2011 Schooling show	Jan 2011	NEW
8 Dec 10	Doreen Cutts Barbara Lewis	Come up with financial recommendations and budgets for achieving profitable shows including min numbers needed to "break even"	Jan 2011	NEW
8 Dec 10	Janice Mauren	Research advertising rates and newsletter format, frequency of other GMOs in the Region 9.	Jan 2011	NEW
8 Dec 10	Teresa Deeter	Research other clubs membership fees in relation to their newsletter costs/membership costs.	Jan 2011	NEW
8 Dec 10	Barbara Lewis Barbara Clarke Catherine Thorpe	Meet for 2012 Planning session to understand and formalize 2011 Clinic guidelines – which will be sponsored, how they will be sponsored and how often.	Jan 2011	NEW
8 Dec 10	Michele Miles	Contact Pauline Jaroszewicz to understand historical data on prizes costs and formats for annual Awards Banquet	Dec 2010	DONE