Northwest Miniature Horse Club

Directors' Meeting Minutes

April 21, 2026: 3:00 PM – Zoom

Call to Order

The meeting was called to order at 3:00 PM by President Helen Halderman.

Roll Call

Directors present:
Helen Halderman, Sheryl Peterson, Brian Smith, Becky Nicol, Dorothy Whiteman, Tammy Osgood, Sharon Hardt, and Lisa Brostad.

A quorum of Directors was present.

Approval of March 17, 2026 Directors' Meeting Minutes

Motion: Sheryl Peterson moved to approve the March 17, 2026 Directors' Meeting Minutes as presented.
Second: Tammy Osgood seconded.

Vote: Motion carried unanimously.

President's Report – Helen Halderman

- Becky Nicol was formally welcomed in her role as Recording Secretary.

- Helen shared details regarding a recent communication with a prospective member, who had previously inquired about joining the club. The situation highlighted a lapse in follow-up communication and reinforced the importance of timely, welcoming, and thorough responses to prospective members. Helen shared the response she provided, which included an overview of club offerings, expectations, and upcoming opportunities.
- The Board discussed the importance of improving communication practices, particularly in responding to membership inquiries and ensuring new members feel welcomed and informed.
- Helen reported that 50 tri-fold informational flyers, 25 “new member” flyers, and membership applications were printed and made available at the schooling show. Feedback indicated these materials were helpful and well received.

Report presented for information only.

Treasurer’s Report – Sharon Hardt

Financial Summary

- Account Balance (as of March): $50,394.67
- No outstanding checks reported.

Schooling Show Financials (Preliminary)

- Total Income: $1,756
- Total Expenses: $1,449
- Net Profit: $307
- Additional $500 grant expected (pending submission of required receipts)

Discussion:

- Financials are preliminary; final numbers are pending receipt of invoices and final documentation.
- Judge-related expenses (Syndi Kanzler) and facility-related final costs have not yet been finalized.
- Current income reporting lacks detailed breakdown (e.g., stall fees vs. class fees), and a more detailed report will be requested for clarity and future planning.

Expense Estimates

- Fairgrounds: $675

- Stalls: approximately $600
- Microphone rental: approximately $80

Additional Financial Updates

- Credit card processing remains set up and ready for use.
- The club is exploring steps required to restore "not for profit" status; process is expected to be complex.
- Sharon will contact the club's tax accountant (CPA/Enrolled Agent) to:
    - Assess current status
    - Determine requirements to become current on filings
    - Obtain cost estimates for bringing the club into compliance
- A follow-up conversation with the accountant is planned prior to the next Directors' Meeting.

Report presented for information only.

Show Committee Report – Dorothy Whiteman

Western Washington Show

- Show is actively being advertised.
- Entry closing date is the first week of May (prior to late fees).
- Efforts are ongoing to secure a food vendor; a vendor from the previous year may be available, but confirmation is pending.

Eugene Shows

- **June Show:**
    - A Morgan show will also be on the grounds; main concession stand will be open.
- **July Show:**
    - No concurrent events; concession stand will not be open.
    - A food vendor will likely be required; outreach to the show coordinator is ongoing, with limited response to date.

Oregon State Fair (OSF)

- Continued discussion occurred regarding the status of a potential State Fair show.
- As of this meeting:
    - No show manager has been confirmed

    - No judges have been secured
    - No formal confirmation has been provided to the Board that the show will proceed
- Previous communication from Mary Christine Houts indicated she is stepping away from organizing the event for 2026 due to other commitments.
- Ongoing informal discussions among members have occurred; however, no official proposal or plan has been presented to the Board.
- The Board reiterated that:
    - A qualified, approved show manager is required before proceeding
    - Judges and logistics cannot be finalized without formal structure in place
- Timeline constraints were reviewed, including AMHA approval requirements (approximately 45–60 days prior to the event), making execution increasingly unlikely.

Decision:
No formal motion was made. The Board will continue to monitor the situation; absent clear organization and leadership, the event is not expected to proceed for 2026.

Oregon Equine Health Requirements

- Enforcement requirements were discussed regarding out-of-state horses entering Oregon shows.
- Show management is responsible for ensuring compliance, including:
    - Valid health certificates
    - Current Coggins tests
    - Retention of records for 90 days
- A quarantine plan must be in place in the event of illness.
- The Board agreed that:
    - Clear communication will be included in show materials
    - Website and promotional materials will prominently highlight requirements for out-of-state exhibitors

Report presented for information only.

Schooling Clinic / Show Review – Brian Smith

- Overall feedback from the event was positive.
- Approximately 28–30 horses attended.

- Two new memberships were generated (one individual, one family).
- The new clinic structure was well received, particularly the educational station format.

Areas for Improvement

- The number of classes in the schooling show portion was identified as excessive.
- Feedback indicated that the event felt long and, at times, stressful for participants.

Future Considerations

- Reduce the number of classes in future schooling shows
- Focus more on education, ring procedure, and experience rather than class segmentation
- Consider incorporating more social elements (e.g., potluck, informal gathering) to promote club engagement and community building
- Evaluate class structure to combine divisions where appropriate (e.g., broader "open" classes for schooling purposes)
- Recommendation was made that each show team complete a written "after action review" to support continuous improvement and knowledge transfer.

Report presented for information only.

AMHA Director Report – Sheryl Peterson

- Mid-Year AMHA Meeting scheduled for May; members are encouraged to attend.
- Sponsorship for Regional and World shows is more limited this year.
- Rancho Murieta confirmed as the Regional show location.
- Potential future move to Oregon Horse Center (OHC) for 2027 under consideration.

Report presented for information only.

Old Business

Back Number Reservations

- 20 numbers reserved to date (representing 19 horses; one number pending assignment).

Vendor Inquiry – Western Washington

- A request was received for a chiropractic vendor presence at the show.

Decision:
The Board agreed to decline the request. A polite response was provided.

New Business

Use of Emerald Valley Classic (EVC) Auction Funds

Discussion:

- Proposal presented to use current year auction funds to offset banquet room rental costs (historically used for Youth Fund).
- Alternative proposal suggested using funds to support future show expenses (e.g., ribbons).

Decision:
Auction funds will be allocated to the club's general fund.

Committee Update

- Charissa Alldredge has resigned from all committees except the Banquet Committee due to personal time constraints.
- Remaining Banquet Committee members: Mary Christine Houts and Linda Darnall.

Action Items

- Sharon to initiate conversation with tax accountant regarding compliance and nonprofit status
- Brian to develop and distribute post-event survey for schooling show participants

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Adjournment

Motion: Sharon Hardt moved to adjourn the meeting.
Second: Dorothy Whiteman seconded.

The meeting adjourned at 4:45 PM.