

## **Directors Meeting 1/20/24**

In person Canby, OR

Attendance: Sheryl Peterson, Tammy Osgood, Sharon Hardt, Joanne Ross, Katie Hansen, Sharon Bullington, Mary Houts, Linda Van Fleet.

Guests: Linda Dougall , Dorothy Whiteman.

Absent: Bambi Roylance

Meeting called to order @ 10:25 am

Round table creation of the agenda: Tax Returns, SwipeSimple, Show premiums and entry forms, Judges contract, High point series rules, Schooling show, Ribbons, Social Media and Website maintenance, Directors meeting schedule, Winter meeting.

### **Tax return update: Linda Soto**

Two weeks ago 2018 and 2019 tax returns were signed and mailed to the state of Oregon. A letter was sent in with the returns to state that we were unaware of our loss of not for profit status. We paid \$700 to Kerry, Western Accounting and Tax Solutions, for tax preparation and \$300 per year filed. Moving forward the annual state filing fee is \$150 minimum for corporations. Our Not for Profit status was revoked in 2016, Taxes had not been filed 3 years prior. Not for profit status has not been re-applied for yet. Gross receipts should be under 50K/year, if over 50K we need to provide a letter of explanation. We need to set up a procedure manual for future treasurers. Linda S. will work on this.

Club laptop used for treasury was updated with a new hard drive and performs much faster- Sharon B paid for this out of her own pocket.

We may need to provide 1099 forms to hired staff and judges. We'll need to obtain Social Security numbers for that. Sheryl mentioned from experience with running AMHA office that there is a fee to file 1099 forms and maybe discounted if done by January 15th.

Linda S. looking into obtaining our Articles of Incorporation - \$5.00 fee per inquiry.

We are a 501c5 - donations and sponsorships can not be claimed on donors tax returns as credits and we may not give out our Tax ID number.

Sheryl asked How do we get more money into the general fund? We do not want to break into the CD. Donated ribbon tickets are going to go into the general fund towards the shows for this year. These were designated to the GIF in years past.

Kailee Michelson has offered to organize an online auction for the club. How do we handle silent auctions and/or clothing/tack sales at the shows?

Need to follow up with Susan George for her sponsorship of the 2nd judge at the shows.

All sponsorships and donations need to be followed up on. We can not operate on pledges. We need to put a procedure in place to collect on pledges. Forms must be filled out and payment received. Suggestion made that sponsorship form be revised to provide a receipt. Sharon B to edit forms.

Lisa Brostad donated a printer to the club for use at the shows or wherever is needed. 2 boxes of paper were donated by Mary. We need donations of office supplies.

### **SwipeSimple: Sharon Bullington**

SwipeSimple will allow us to take credit card payments online and at events. QR codes linked to the payment option can be placed online or on forms. Device/card reader is \$90, we only need to have one. There is a \$9.95 monthly fee plus a \$15 minimum in transaction fees per month, when used. We are not charged for months that the service is not used. Each transaction will

charge the club 2.9% + \$0.30 fee until the \$15 minimum is reached. To ensure the minimum fee is met we will have a convenience fee of 5% per transaction applied to the card holder per use. Discussion on whether we should limit use to months where we would have a larger volume of transactions, such as show months.

The app provides us with a great report, easy to read and track money received.

Sharon B made a motion to move forward with using SwipeSimple. Joanne R seconded.

-Motion passed unanimously.

Sharon H made a motion to use SwipeSimple in 2024 as a trial to be accessible to members year round. Linda S seconded. -Motion passed unanimously.

Joanne R. made a motion to have the directors review the impact on the club in July. Linda S seconded. -Motion passed unanimously

### **Show premiums and entry forms: Sharon Hardt**

Directors were provided with a rough draft of each show premium prior to the meeting for review. Sharon H. read through the Capital City premium, edits and suggestions as followed:

Add - 2nd Judge Cindy Weight-Carter

Change Sharon H contact email to new show manager email instead of personal email

Add - Tom Soto to coordinators

Entries must be accompanied with full payment

Add exhibitors may bring their own shavings

Stalls are rented per day, RV spaces are rented per night

Add Photo and/or include license plate # of RV with entry

\$5.00 charge for printing entries per entry not per page

Colored copy of current AMHA paper must be on file with the show manager.

Changed out of state requirements for coggins and health certs to current instead of # months

Remove show managers responsibility to obtain info from AMHA - Make exhibitors responsible to obtain written verification on leased or pending registration.

Condition of entry - Copy from entry form

Entry procedure - re-iterate payment in full with entries

Incomplete entry forms will be considered post entry and will be charged accordingly. Remove \$25 fee

Change wording from any entry to AMHA registered horses are to use full name and registration number, as VSE horses may not be registered with any registry.

Remove stallion verification in this section as it was stated previously

No credits or debits will be carried between shows

Any outstanding account dues must be settled within 30 days of debt incurred to remain a member in good standings.

Discussion about refunds due to member illness or injury will be met within reason and on a case by case basis, no need to write into the rules.

Additional awards, such as high points, will be added as an attachment with the premium like the entry form

Ribbon tickets - remove GIF and replace with donate back to the club.

Changed VSE measuring to the last mane hair instead of top of the withers for consistency.

Add- Abusive language or behavior will not be tolerated and you may be asked to leave

We will update Western Washington and Grays Harbor premiums at the next directors meeting  
Sharon H. made a motion to meet on the 3rd Wednesday of the month @ 11am via zoom. Mary seconded -Motion passed unanimously

### **Show High point belt buckle rules: Linda Van Fleet**

The rules are written to count regular Amateur/Youth classes or AOTE/YOTE, Only the highest score will count. Discussion on how to make the VSE division fair to all exhibitors if points accumulate per horse or by horse/handler team. It was decided that the ladies pleasure class is restricted and poses an unfair advantage with the limited number of classes within the VSE division, but we shouldn't bar it from counting towards the high point due to its popularity.

Joanne R made a motion to add a VSE Gentlemens and VSE youth pleasure driving to the class list for each show. Sharon B seconded. -Motion passed unanimously

Linda to make changes to the rules to reflect the added classes and points to be accumulated per horse. Linda to figure out where these 2 classes will fit into the class list. The class list will need to be renumbered to add these classes.

Joanne needed to get home and left the meeting after the show high point discussion.

### **Schooling show/ Clinic: Linda Van Fleet**

Schooling show date reserved at the Oregon state fairgrounds March 30th. Contract requested but not received yet. Clinic to start @ 8am to 10am then start classes until finished - arena reserved until 8pm. Jessie Skerjanic has offered to do the driving clinic, Joanne Richey has offered to help with in-hand obstacles. Ben will be the announcer. Still need a judge. Looking for other help with clinics and in the office. Rental cost \$675 for indoor arena, one drag is included. Plan to split the arena for warm up on one half/ show on the other. Stalls rental is \$22/day, we'll charge \$25/day to exhibitors. Exhibitors must provide their own shavings. Class fees to be \$7/class. Will allow cross entry in stock and regular halter and between driving classes. Also will allow multiple handlers with the same horse when classes allow (rail and halter classes excluded) Linda has ribbons to use for the show. Deposit is due by Feb 29th for 30% of the cost ~\$202- Linda is going to put down the deposit and then would like the club to reimburse if a profit is made, if we don't make a profit she will pay the remainder of the arena rental. Sharon H. made a motion that the club would reimburse Linda Van Fleet for the schooling show facility expenses (\$675) if a profit is made. Sharon B seconded. - Motion passed.

### **Social Media/ Website - Sheryl Peterson**

We need to have someone who will promote the club and our events on the club facebook page. The Howards do a good job posting beneficial information for the club. Facebook settings need to be edited so that posts can be created by members and wait for the admin to accept. The facebook settings were changed a while back due to some hijacking like posts and messages.

Emails need to be sent with a subject and a message, otherwise it looks like spam and many members may not be opening them, i.e. the Newsletter. Our communications need to be professional and timely.

Do we need a Website committee? The committee will be responsible for creating/collecting content, proofreading, organization and ensuring the links and buttons work on the website. Only one person will have access to make the changes. Right now that is Sarah Houts. Sheryl, as designer, also has access to help when needed. Sarah does not need to be on the committee. Sheryl will be the committee chair.

Committee members will be asked for at the Winter meeting, keep it small no more than 3-5 members.

Discussion about committees, need to keep committees limited to members who are actively working on the committee they have signed up for. Example Show committee may need to be limited to directors and Show Coordinators.

**Judges Contracts: Sharon Bullington**

Sharon B. shared a draft of the Judges contract form. Linda S had suggested included a line for SS# for tax info to provide 1099s to the judges. Sheryl said that Laura Mullen includes a canceled show clause that we pay the judges \$100, instead of the full amount if a show is canceled. This should be added to our contracts. All judges will receive a flat rate of \$1400. The contract for James Rutledge will read \$1400 minus \$300- the value of the donated 1 day judges fee for a total of \$1100 paid.

Sami Scheuring and Cindy Weight-Carter - Capital City  
James Rutledge and Chris Bickford - Western Washington  
Kim Sterchi and Cindy Carlson - Grays Harbor

**Ribbons: Sharon Hardt**

Linda V donated enough grand and reserve grand ribbons back to club to cover all the shows  
Need to order 1st place, on hand 153, need to order 247 for a total of 400  
Ok on 2nd, 3rd

Need to order 4th place, on hand 38, order 162 for a total of 200

\$899 ribbon order total Cost- \$2.20/ ribbon single streamer rosette

Will need to order supremes 4 Open and 3 Amateur. We have some mislabeled neck ribbon supremes (reserves) both Amateur and Open. Sharon to look into seeing if we can get a replacement streamer for the mislabeled ribbons. We'll have to do the reconstruction ourselves

We have to send our show packet into AMHA 45 days prior to the show., can be sooner. We'd like to have the info out to the members 30 days prior. Capital City must be into AMHA by Feb 15th to meet these expectations. Discussed our next meeting to be before the winter meeting to finish up the items we didn't get to today: approval of class list, WW and GH premium, and approval of Buckle rules. Set for Wed Jan 31st @ 11am via Zoom.

Motion to adjourn by Linda V. Sharon H second - passed - Meeting adjourned @ 4:10pm

Minutes approved by directors 1/31/24