

**(Approved 3/16/2022)**  
**BOD meeting Feb 5th, 2022**

**Present:** Bambi Roylance, Sheryl Peterson, Kathy Howard (OR), Jessica Kimball, Linda Soto, Judy Howard, Joanne Ross  
(Guest)

**Not present:** Sharon Hardt & Dorothy Whiteman

**Meeting Started: 10:49**

Meeting minutes for the Board Meeting on January 5<sup>th</sup>, 2022, were read. There was a motion by Sheryl Peterson to accept them as written, Bambi Roylance seconded, Board unanimously accepted. Judy Howard will make sure they are posted to the website.

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## **1. Treasurer's Report, Linda Soto**

Linda Soto provided the Board with a draft version of a show budget report form. There was discussion on how soon it should we should request them to be completed and sent back in. Kathy Howard (OR) has requested information from the show venues regarding costs, etc. for the show budgets. We do not have them all yet, but they should be in soon. Sheryl Peterson suggested to add a spot for the names of show coordinators & the name of the person filling out the form. Board settled on the coordinators needing to have them back by the Winter General Meeting on February 26th

**1a. Show Ribbons** - We will be ordering ribbons soon. How to order ribbons is complicated with a lot of factors, and there is no method for figuring out exactly how many are needed. Kathy Howard (OR) has offered to look back at records from previous years to try to get a better idea of the ribbons we've ordered before and let Linda Soto know. During this discussion show coordinators were mentioned. Capital City's coordinators are Kathy Howard (OR) and Sharon Hardt; Sharon Hardt will not be able to do as much for the show's coordination as was previously expected. Jessica Kimball offered to step in and help with Capital City.

**2a. General Ledger** - Kathy Howard (OR) did January – October ledgers with lots of details however Linda Soto had some questions. Discussion was had regarding access to the club's CD and its statements which are online only. Kathy Howard (OR) has offered to get this information for Linda Soto. It was suggested the club starts to use Quickbooks instead of Excel to make it easier to run reports or access different information. It's also easier to run a report for taxes. Linda Soto suggested the club get its own copy of Quickbooks and a new laptop as the old one is outdated. The club does have a laptop but it's older and not easily used for this process.

**3a. 1099 Forms** - Sending out 1099 forms was brought up by Sheryl Peterson. We've never sent them out, but there are people requesting them now. We would need W-9's submitted before we could issue 1099 forms. One of the problems with issuing 1099 forms is how things are billed to the club.

**4a. Reimbursements & Documentation** - All reimbursements for club expenses need documentation. Checks & deposits need reimbursement documentation in case the club is audited. Linda Soto is making these forms into Annual folders so whoever follows being her as Treasurer has the info needed if an audit happens. Kathy Howard (OR) offered to get copies of the tax forms. Storage of financial paperwork, forms, etc has been discussed prior to this - storage has been an issue in the past. Who stores the information and getting it passed along to the next Treasurer are things that need to worked out. Suggestions were made for scanning & uploading or storing the information on hard drive, jump/thumb drive, or other service(s). It was suggested a committee be formed to investigate purchasing a laptop and storage options for documentation, etc. Committee consists of: Linda Soto, Joanne Ross, & Heather Curtis was suggested by Sheryl Peterson. There were a couple questions on payment status of the Miniature Horse Yearbook ads; they will be double-checked, and any unpaid ads will be followed up on by Linda Soto.

Kathy Howard reported that taxes for the club were prepared by CPA Kerry Jacquith.

## **2. Bylaws, Rules & Regulations Report, Kathy Howard (OR)**

The current revision of the Bylaws was sent to everyone within the required time frame and has been on the website since the first part of January, to be voted on at Winter Meeting. If anyone has questions, please have them contact the Bylaws, Rules & Regulations committee - Kathy Howard (OR), Joanne Ross, Sharon Hardt, & Sheryl Peterson. Rules & Regs were sent out to everyone February 4<sup>th</sup>.

## **3. Show Committee, Kathy Howard (OR)**

Kathy Howard (OR) has contacted our show facilities. All are working on contracts but they're late getting them done and getting them back to us. Kathy Howard (OR) is hoping to have them by Winter Meeting, it is expected prices will likely go up, State Fair especially. Moving the Can-Am to Elma, WA fairgrounds is cheaper than the Tacoma Unit.

**1b. Stall Cleaning** - Can-Am & MiniMac stall cleaning. We will need to find a group to come in and clean stalls or have self-cleaning. In 2021 we didn't have a stall cleaning crew at MiniMac which caused some issues in tracking who did or did not clean so the show crew could properly charge people for stall cleaning. The charges were mentioned in the MiniMac premium with the ability to add them to stall fees.

**2b. Ribbons** – Sharon Hardt and Kathy Howard (OR) have discussed ribbons, options have been sent to the Board. Prices have increased drastically; there are suggestions to change the more expensive ribbons to different lower cost ribbon. Kathy Howard (OR) will talk to Sharon Hardt and the board more so the ribbons can be ordered by the 15<sup>th</sup> of February.

**3b. Show Contracts** – We have a staff contract from Rinda. Fees and costs are the same as 2021.

**4b. Ring Set up** – Coordinators are requested to have volunteers for ring crews to assist Rinda and Gwen and coordinate club trailers to each show. Rinda has considered making up her own equipment trailer charging \$250 per show. This may be the most viable option for Can-Am. The board agreed that using Rinda's trailer would probably be the best option, no formal vote was held. Kathy Howard (OR) will speak to the committee on the subject and report back to the board.

**5b. Class List** – After a thorough discussion it was settled that the 2022 class list is final; If changes need to be made it will need to be brought to the committee for 2023. If someone wants a new class considered for the next year, they need to find a sponsor or sponsor the class.

**6b. Sponsors** - We can still use show sponsors for awards. Jessica Kimball has offered to sponsor Open Stock Grand & Reserve. Joanne Ross is to follow up with Jessie Skerjanec who has offered sponsorship for Supreme Ribbons. New sponsorship offers need to be sent to the show coordinator if it is for a single show or to Kathy Howard (OR) if it is for all the shows.

## **4. Youth Committee, Kathy Howard (OR)**

Youth & Youth Scholarship committees are in limbo. The original Scholarship Committee was supposed to make guidelines and come up with sponsorships/fundraising sources, but the club hasn't heard much yet. Scholarship funds need to be raised the year before (so money for 2022 is raised in 2021) and a reserve fund established. Sheryl suggested that the money from returned tickets go to the Youth Scholarship instead of the Gelding Incentive Fund. A 50/50 was suggested as potential fundraiser. Joanne Ross and Linda Soto are going to act as Board of Director liaisons to work with the Youth Committee/Scholarship crew.

## **5. BOD Meetings, Kathy Howard**

Sharon Hardt has suggested that the Board have a monthly meeting. The Board agreed, and settled on the 3<sup>rd</sup> Wednesday @ 8am, starting in March, via Zoom.

## **6. Raffle Proposal, Judy Howard**

Heather Curtis has suggested doing raffles at the shows. Judy read Heather's ideas and suggestions regarding this. The board discussed and decided they would like more information before voting on the subject. The suggestion that it be a committee rather than a single person trying to run the raffle entirely on their own.

## **7. Year End Awards, Judy Howard**

The Year End Awards committee met Jan 9<sup>th</sup>. We went over the proposed changes to the Year End Awards. The changes were almost all voted on by the General Membership and passed previously so most of the meeting was approving the changes to match what was already voted on and accepted.

**1c. Overall Driving Awards** – A discussion occurred regarding changing wording regarding class name/categories in for Overall Driving. It was suggested to put in a statement that all awards would be reviewed yearly.

**2c. Twiggy Award** - Discussion was had regarding adding Reinsmanship to the classes that qualify for the Twiggy award. The Board discussed what the qualifications were in the classes for the Twiggy award. The Twiggy award is based on judging the horse and not the handler; Reinsmanship points go towards the handler. The board agreed to keep the Twiggy award as it currently stands.

**3c. OHSET & WASET Awards** – The OHSET & WASET awards were aimed at drawing OHSET/WASET participants to our shows. We really didn't have much response and had difficulty getting awards handed out. Discussion was had over the club continuing these awards and the board unanimously agreed it would be best to stop offering them. No motion was made.

**4c. Youth Roadster** – The Youth Roadster classes had previously been split into two divisions, Youth 12 & under, and Youth 13-18. There hasn't been enough class participation in the classes to justify continuing to keep them split. Plus, the fact is that AMHA only offers 18 and under Roadster and AMHA Honor Roll is for 18 & under Roadster.

**5c. Showmanship** – Last year we offered Open Showmanship. It should have been listed as Adult Showmanship. Last year all points were put under Open Showmanship to match the actual class list and will continue to be properly put in as Open Showmanship.

**6c. Overall Amateur Stock Type Halter Award** – Bambi Roylance asked why we don't have an Overall Amateur Stock Type Award. It was pointed out that if we had Amateur Stock then we would need to have Amateur Overall Driving, Halter, etc. The club voted two years ago to remove the separate division Amateur Overall awards due to cost and other concerns.

## **8. Golden Equine Award, Judy Howard**

The award's newest proposal by Heather Curtis voted on and unanimously accepted with one change of removing the word "privately" from the sponsorship section. Charissa Alldredge volunteered to contact Heather about the change.

## **9. 2023 Club Calendar**

It was decided to table this conversation until discussions could be had with Debby Sims-Boosalis regarding her participation in bringing the calendar to life for the NWMHC. Debby has been doing the calendar as a favor to the club; but it is also her business to make the designs. Kathy Howard (OR) made a motion that if Debby Sims-Boosalis is willing to continue to make the pages, the club will charge \$200 a page with the club paying \$100 of that to Debby Sims-Boosalis. This would include a less-complex style ad design for the calendar pages by Debby Sims-Boosalis. More complex designs may cost more. Bambi Roylance seconded; Board unanimously agreed.

## **10. Membership Application**

With the Bylaws changes we must change “Sponsored Youth” to “Individual Youth”. The discussion was regarding adding donation boxes for the Year End Awards and Gelding Incentive awards. Right now, it only has a donation box for the Youth Scholarship. There was previously also a box for paying to be a website sponsor for \$65 which accidentally was removed in editing at one point. The board decided against adding more donation boxes at this time. Joanne will work on the Membership form and have it back to Kathy Howard (OR) by Feb 18<sup>th</sup>.

## **11. Dues Due date**

Discussion was had regarding deadlines for paying dues and what the “penalty” was according to the Bylaws. The only “penalty” is being removed from all committees, not being able to vote, and not qualifying for Year End Awards till becoming a paid member again. The Board didn’t find any reasons to change this.

## **12. Website Updates**

There was brief conversation regarding who members can notify on changes or things needed for the website. Membership would need to contact the Website Committee, Judy Howard or Sheryl Peterson, or another Committee/Board member who would then pass the information to the Website Committee for them. There was conversation about having a rotating banner displaying the yearly calendar pages and a page showing all the perpetual awards; this was merely in discussions and are only still in the discussion stages.

## **13. Treasurer and the Collection of Money**

**1d. Collection of Sponsorships** – Collection of sponsorship money has been an issue a few times. Discussion was had on how to handle it – does it need to be paid from the sponsor directly to the treasurer? This creates issues with people promising to pay the person collecting the sponsorships, but then not sending the money to the treasurer, and the **person** collecting the sponsorships not be aware they haven’t paid. It was decided that whoever is in charge (Committee Chair/Show Coordinator/etc) of the fundraiser/function/show should be collecting any sponsorship monies gathered by club members for the event/Committee/etc and sent to Linda for deposit with a detailed list of what/who it was for. It was also discussed that when sending payments in the mail that it would be a good idea to take a picture of the payments and text/email them to Linda for tracking purposes.

**2d. Handling of the Club Debit Card** - Discussion was had about the handling of the club debit card, especially when it comes to high-cost purchases like ribbons and awards, particularly the Year End Awards. Safe handling of the debit card information is the main concern. There was a suggestion to create a form to request reimbursement or creating a procedure/form for pre-paying the costs for some purchases. Another suggestion was to investigate getting a credit card for the club, and Linda Soto agreed to do the research. It was agreed that, in some cases, if a resolution for payment cannot be made between the club member and the Treasurer, it may be brought to the board for resolution especially if there is a limited timeframe involved, and documentation will be given to the Treasurer to track this spending decision. Discussion will be continued after options are explored.

## **Action Points:**

- Laptop & file storage Committee: Joanne Ross & Linda Soto
- Youth Committee Liaisons: Joanne Ross & Linda Soto
- Kathy Howard - Order Ribbons
- Joanne Ross – Reworked Membership Form by Feb 18<sup>th</sup>
- Linda Soto – Look into credit card options for the club
- Judy Howard – Speak with Debby Sims-Boosalis regarding website ideas
- Kathy Howard (OR) - Look at previous years ribbons orders and get info to Linda Soto
- Kathy Howard (OR) - Get CD info for Linda Soto
- Linda Soto – Follow up on Miniature Horse Yearbook ads for paid/unpaid status, resolve unpaid ads
- Kathy Howard (OR) - Speak to Show Committees regarding ring set-up and the use of Rinda’s trailer for Can-Am

- Kathy Howard (OR) - Get copies of taxes forms for Linda Soto

Jessica Kimball motioned to adjourn 2:26 pm, Charissa Alldredge seconded, Board unanimously agreed.

Notes written & edited by Charissa Alldredge, Club Secretary