

NWMHC BOARD OF DIRECTORS FALL MEETING

October 21, 2017

Clackamas, OR

1. The meeting was called to order, at 10:20am, by President Susie Gunther.
2. Roll call: **PRESENT**: President Susie Gunther, VP Julie Hemenway, Treasurer Kathy Howard, Recording Secretary Janine McDonald, National Director Joanne Ross, Club Administrator Judy Howard, Guests Cindy Saum, Lisa DeLeon, Michelle Michelsen, Kailee Michelsen, Sheryl Peterson, Clarissa Alldredge and Sharon Dickens
ABSENT: Director Kathy Sammons, Director Jessica Kimball and Director Kelsie Sherman
3. **List of Action Items** was gone through by Janine McDonald.
 - Schedule 2018 WOW dates – No longer needed, as there won't be a WOW show in 2018, due to Worlds being in August once again.
 - Website change to have year removed from the High Point Categories etc. – nwmhc.com still specifies the year on items, such as 2017 NWMHC High Point Categories. Julie also stated that by-law changes etc., which had been posted in red are still on the website as well. These may need to be modified, and then resent to John, for posting on the website.
 - Write-up proposal to breakdown Youth high point year-end awards. Done but proposal has not been posted on the website yet. Judy brought up that the rules do not say anything about it needing to be posted. All it says is that "the year-end point person is supposed to submit a recommendation of awards to be offered for the following year....not a rule change. Susie asked Julie to send the proposal directly to John for posting. Judy asked if it could be voted on at this meeting. Consensus was yes, based upon the rules. This proposal isn't about class awards but rather sub category awards. Youth and Amateur awards should be broken down, as the Open awards are. Judy will bring up in General Meeting, so the proposal can be voted on.
 - Fix website for iPhones and Macs. Still doesn't work properly. Sheryl mentioned that if John is updating the website using Microsoft Front Page, that would be why it's not working. Susie suggested that a website committee might need be formed.
 - Necessary show registration paperwork did get a write-up in our newsletter earlier this year. Reminders were also posted on Facebook numerous times. Kathy stated that entry forms still aren't being filled out properly and Rinda is having to look up amateur #s, youth #s etc. Rinda has asked that people send in a copy of their cards when sending in their entry forms and registration papers.
 - Look into the cost of refrigerator magnets with a calendar and show dates on it. Julie looked into it and they're not cheap. Joanne made a **MOTION** to table this indefinitely. Julie seconded the motion. All approved, so it was passed.
 - Gather items for the Canby Tack Sale next March. Julie stated that it is a lot of work and she's too busy to help with it next year. Instead of people dropping items off, Cindy, Carole or Julie were having to go get them. We will most likely not participate next year. Joanne made a **MOTION** to table this until the Winter Meeting. Julie seconded the motion. All approved, so it was passed.
 - Have our non-profit status reinstated. Kathy said it is done and we're considered a non-profit organization once again. It will need to be renewed next July. Kathy had the address changed to hers, so she should get notified when due, so it can be reinstated on time next year.
 - Kathy to have 2016 taxes filed. Kathy says they're at the accountant's right now. Due to Worlds and such, Kathy missed the October deadline. We are all caught up for now though.
 - Send forms and attachments to Amy Fling for Susie, so that Amy can print them out for Susie. This item is no longer needed.

- Joanne to send BOD an attachment from Sheryl, which details out all of the jobs that each of the Directors are to oversee. This was not done but Joanne says there is a description in the by-laws. Sheryl has more details though and it was stated that this should be brought to the January Winter Meeting.
- Julie to write up by-law proposal to add a 2nd VP position. Proposal should state that the VP and 2nd VP are elected in opposite years. Proposal should be placed on website a minimum of 30 days prior to the Fall Meeting. Julie says this was done. Julie now thinks that this doesn't need to be done. Sheryl stated that it's hard enough to keep the current positions filled. Part of the problem is that Julie wasn't given any VP information. Susie says she gave all of the VP info to Lisa, back when she was president. Kathy stated that Treasurer info had to be created, when she took the position over. Now Julie and Kathy are working together and taking notes. Julie made a **MOTION** to rescind this proposal and have it taken off of the website. Joanne seconded the motion. All approved, so it was passed.
- Purchase Sligo Stick from Nancy Rivenburgh and fix the float. Kathy says we do have the Sligo Stick but that the float still needs to be fixed.
- Audit performed by Audit Committee last Spring. The Audit Committee never actually got together. Kathy sent out all of the financials. They were looked through but Janine stated that like Ponzi schemes, documents can be made up, to make a company look good. How is an Audit Committee, made up of people who are not true auditors, supposed to verify spreadsheets that were created by the Treasurer? There aren't any actual bank statements to prove the totals are correct, etc. Susie stated that we still need to look at the spreadsheets and say "to our knowledge" everything looks good. Janine stated that anybody can make the books look good, without having the actual statements. Kathy does list every item and explains what it's for. Kathy has receipts and such, to match back to the spreadsheets, if anyone were to come do an actual audit. Janine asked if Kathy actually gets a bank statement each month. Kathy said that she could furnish bank statements next time as well. When Kathy does the ledger, she marks the date in yellow on the statement, which shows when the item cleared.
- Susie to give John, Barbara's information, so that the newsletter can be published on our website. Don't believe any newsletter was posted on our website. Susie asked Barbara for a Newsletter Committee report and Barbara said there wasn't one, as she hasn't been getting any feedback for articles. Judy mentioned Barbara sent out an email asking for articles for a 3rd newsletter. Susie said she received the email as well. Joanne and Janine didn't recall getting a request for articles for a 3rd newsletter. The 3rd request was months ago supposedly. Possibly we could ask for newsletter article suggestions via Facebook.
- Rinda to send Julie each premium, before they're published on the website, so that Julie and one other person can verify amounts match entry forms. Julie said that was done.
- Create show programs? Kathy stated that Rinda said it was a lot of work and a lot of expense for very little benefit. Susie said that it's too expensive at this point.
- Silent auctions at each show. Judy did them at all of the other shows but couldn't make it to the CanAm show. There wasn't one at CanAm as nobody else offered to do it. Susie asked who should be responsible for the silent auctions. Kathy Howard said it should be the Committees that benefit from the proceeds (Year-end awards and GIF). Youth have benefited in the past but will just get a budgeted amount in 2018.
- 50/50 raffles throughout the year. There were none this year and may not be any next year. It's dependent upon whether or not the Show Committee decide to run it.
- Put together some exhibitor activities for Regionals. We had pizza and dessert socials. A silent auction was put on. Free water, donuts and coffee were given out. AMHA was very pleased, as the auction money paid for the pizza. Originally we were to split the silent auction but, because we did such a good job, AMHA let us keep all of the silent auction proceeds. AMHA also let us keep any donated money for

the pizza. At other Regional shows, AMHA had to pick up the pizza tab. All in all, NWMHC came out around \$50 ahead.

- Collect any ribbon ticket donations at the shows (Gelding Committee). This was done but fewer and fewer are being donated. We will continue to do this, bringing the can in nightly to discourage theft, for whatever money it can generate.
- Vote on By-Law change for length of term for a director at the Fall Meeting. It was stated by Susie that it was decided not to be a good idea, changing them to 2-year terms. There are currently 3 director positions, each with a 3-year term. 1 director position expires each year. This does not include the Regional Director position. Both Kathy Sammon's and Jessica Kimball's positions happen to be up for election this year. One vote would be for the 2-year position and one would be for the 3-year position. Joanne mentioned that there are 5 people running for the director positions. The BOD agreed that the person, receiving the most votes, will get the 3-year position. The person, receiving the 2nd highest votes, will get the 2-year position. As for the 3rd director position, Kelsie should be contacted, as she hasn't been able to attend a single meeting. If a director misses "x" amount of meetings, they can be removed by a BOD vote. After she is contacted, we'll vote on this at the next BOD meeting. If passed, at that time, the BOD will appoint a person to take over Kelsie's last year. **Julie rescinded her motion to change the directors' terms to 2 years.**

4. **Treasurer's Report** given by Kathy Howard:

As of October 1st, the checking account has a total of \$12,378.69. The CD is \$12,899 and will come up for renewal in 2018. The General fund has \$8,379.72 in it. Futurity has a total of \$225. Gelding Incentive fund has \$2,100.31, of which all but \$13 will be paid out tonight. The Youth fund has a total of \$1,673.57 in it.

Kathy Howard brought up a discussion about whether or not the Youth should have a fund, which is set aside strictly for them. Most of the time, they're not using the funds. Susie asked Sheryl if the fund had to be set aside for some reason. Sheryl mentioned that it's because of the Youth scholarship, which the club offers. The Youth fund could be put into the General fund, however it would take a by-law change and vote to do so. Kathy said that it used to be that there was money designated for the scholarship. Sheryl recommends that a by-law change be made, so that the Youth fund can be eliminated. The club needs to raise money for the club, not all of these entities. Kathy mentioned that the budget would still have money allocated to the Youth, so they wouldn't be restricted. Susie asked Sheryl what the by-law change would have to say. Sheryl mentioned that she would have to read the current by-law and then she could write a change. The last scholarship was given out 4 years ago. No one has since applied for the scholarship. Susie asked if maybe the word hasn't been gotten out, so that people know the scholarship is available. It's listed on the website and will still be available. The money shouldn't be tied up in the Youth fund though. Julie mentioned that she didn't think this is mentioned in the by-laws. It used to be, Sheryl said, however the by-laws have been changed drastically in recent years.

Susie mentioned that nobody ever passes on information to the new incoming board members. Sheryl turned over 5 boxes of stuff, which never got to the new Club Administrator. Sheryl gave them to Jamie. Jamie gave them to Joanne. Joanne thought she gave them to Kathy, but Kathy says she never got them. Perhaps the 5 boxes are under the couch at Joanne's place still. Better turnover, between past and present board members, needs to take place.

5. **Show Committee Report** given by Julie Hemenway.

A Show Committee meeting was held October 7th. Present were Julie Hemenway, Cindy Saum, Kathy Howard, Jessica Kimball, Sharon Dickens, Sheryl Peterson, Joanne Ross and Rinda Pullen. 2017 shows were recapped.

The Capitol City show coordinators were Christine Houts and Kathy Sammons. There was a discussion on the length of the show and how we could reduce the number of classes. Security issues, due to the AgFest going on simultaneously, were also discussed. The Capitol City show profited \$1,605.28. The Gelding Incentive Fund brought in \$105.

The Emerald Valley Classic show coordinators were Kathy Howard and Joanne Ross. It was discussed that we need additional coordinators, to split out the A and the R part of the show. This show brought in \$408.05 and the Gelding Incentive Fund brought in \$199.

The CanAm Classic coordinators were Kelsie Sherman, Dorothy Whiteman and Tammy Osgood. There was low attendance, so we need more exhibitors. The show lost \$848.96. The Gelding Incentive fund was given \$79.

Oregon State Fair coordinators were Julie Hemenway and Jessica Kimball. Only had 18 horses enter the show, due to it being at the same time as Worlds. It did affect the Year-End awards. High points will be given out at the banquet tonight.

The 2018 shows. **MOTION** was made by Kathy Howard and seconded by Jessica Kimball, to give out double points for year-end high point awards, for both the Capitol City and CanAm shows. 6 were in favor and 1 abstained, so the motion passed.

Perks for show coordinators was discussed, such as free stalls. Flat rate judges will be used in 2018, the same as 2017.

Discussed raising the stall prices \$8, to include the shavings. That would make the two-day shows \$68 and the three-day shows \$78. These prices would include 1 bag of shavings. Even though CanAm stalls usually include shavings, stall price will go up to \$68 as well. "Tack Room" will be deleted off of the entry forms and it will just say stalls.

Will enforce that all horses have their clothes taken off during measuring.

Setup and take down of center ring, by Sarah and Gwen, and what would compensate them or cost the club.

Change the NSF fee to \$50 in the show premium, to match the rules and regulations. The show premium currently says \$25 but Rinda will change to \$50.

We'll be giving out high points again, at Capitol City, Emerald Valley and CanAm. The sub high-point awards will be sponsored by Howard Stables.

Continue giving out free coffee, water, donuts and pizza. This year we're going to ask for sponsors for water. Approximately 5 cases a show. CanAm we went through 12 cases, as it was hot.

For youth activities, there were lots of question marks. We need to get the youth involved.

Who will pull the club trailer to each show? Trailer needs to be kept clean and organized. Should be the coordinators' responsibility? Too many different people doing it and no one knows where everything should go. This is why Sarah and Gwen will be tasked to put everything in its place.

Jessica Kimball and Cindy Saum counted the ribbons at the Oregon State Fair. Kathy Howard, with help from Julie Hemenway, will order any necessary ribbons for 2018, between December 1st and February 15th, to receive a 10% discount from Hodges. Will have Sarah offer a ticket first, and then people can request a ribbon, if they want one instead. Capitol City ribbons will be put in a tote that's marked Capitol City. Emerald Valley will get an Emerald Valley A and an Emerald Valley R tote. More totes are needed, as some of the ribbons were damaged that were in the cardboard boxes. Susie and Sharon have totes they'll donate to the club. Some of the above will be brought up as recommendations in the General Meeting.

The Capitol City Classic show has to be renamed to Capitol City Combined. This is because Rinda had to hire one of the same judges we used at last year's show. There is a very small pool of judges to pick from, that are Welsh and AMHA certified. The show is April 28th and 29th at the Oregon State Fairgrounds. As last year, it will be a 2-judge show, combined with the Welsh and during AgFest. Main arena needs to be locked at night, or we will be charged. Kathy Howard has since talked to the manager. Since we pay a move-in fee on Friday, we can use the arena on Friday night at no cost. The arena will be open from 4-9 on Friday evening. Jennifer Sullivan is the judge we used last year, which we will be using again this year. Barriers need to be put up at the end of aisle ways and at the end gate, to control foot traffic. Sheryl will donate 3 security vests to the club. These vests will hopefully discourage vandalism etc. Everyone is advised to bring a lock, to lock their tack rooms. Also advised that you not

leave halters on your stalls, as someone tried stealing a mini at the Capitol City show this year. Outdoor arena needs to be packed. It was way too deep last year. Coordinators backed out so Julie Hemenway has volunteered to take care of the stalls and shavings. Judy Howard will take care of coffee, donuts and the silent auction. Rinda will get back to us about the cost of setting up the center ring. Joanne Ross will haul the club trailer. Julie, Judy and Joanne are now deemed the coordinators.

Emerald Valley show coordinators are Kathy Howard, Cindy Saum and Sharon Dickens. Sharon will take care of the R stalls. The R show will be May 25th. The R part of the show was cut down from 2 days to 1 day. This will cut over \$3,000 in expenses. The A show is May 26th – 28th. We need to make sure extra shavings are in a locked stall. The measuring area will be put back to where it used to be and marked with black tape.

BC Classic is June 8th – 10th. It's an AMHA and AMHR show. Points will count towards year-end awards but there aren't any Gelding Incentive Fund points.

CanAm Classic coordinators are Dorothy Whiteman and Tammy Osgood. Dates are June 23rd and 24th in Spanaway. The senior open halter classes will be combined, so that there will be 32 and under and then over 32 to 34.

AMHA Western Regional show will be July 20th -22nd in Reno, Nevada. No club year-end award points will be awarded for 2018, since it isn't local in 2018.

Oregon State Fair show coordinators are Julie Hemenway and Jessica Kimball. The dates are August 28th and 29th. These dates are during the AMHA World show, so entries will be limited again. This year we'll try to have 20 stalls in the arena barn. People staying the entire week will get arena stalls first. In the past, the stalls were free, if in the arena. These stalls will not be free. High point awards will be sponsored by Julie Hemenway for Youth, Amateur, Halter, Driving and Performance.

AMHA World show will be August 24th through September 1st at the Will Rogers Center.

Rinda's report and recommendations. Please send copies of registration papers and membership cards, for 2018, after January 1st. Post this on Facebook. Only Kathy Howard, Judy Howard, Joanne Ross and Susie Gunther have the capability to post on Facebook currently. Julie, as VP, should be given access. First time warning, for late entries, worked well last year. It will be used again in 2018. Entry numbers will not be given out until all registration #s, amateur #s, youth #s etc. are filled in on the entry form. Some form of payment has to be given, prior to entry number given out. A space will be put on the entry form for credit card information. \$5 charge for each email entry. Stall requests need to accompany each entry, as stated in the premium. If you request to be stalled with someone else, all entries need to be sent in together. If entries aren't received together, there is no guarantee that you will be stalled together. No phone requests on stalls. All stall requests must go through Rinda. Rinda will look into a package deal for an announcer and let us know what the cost would be.

6. Year-end Award Change Proposals by Judy Howard.

For 2018, Judy proposes a sub high point level of Youth awards. Amateur has this level of awards, so this would make Youth mirror Amateur for awards. The proposal would add an Overall Youth 13-17 Halter, Overall Youth 8-12 Halter, Overall Youth 7 and Under Halter, Overall Youth 13-17 Driving and an Overall Youth 12 and Under Driving and then Overall Youth Performance. Performance would be for Liberty, Halter Obstacle, Jumper, Hunter, Obstacle Driving and such.

Judy also proposed that the Youth Stock Halter Mare/Gelding, as it's currently together, be split into Youth Halter Mares and Youth Halter Geldings. Also Amateur stock award is for Stallion/Mare/Gelding and Judy would like to see that split up into 3 awards, Amateur Stallion, Amateur Mare and an Amateur Gelding award. That would match what we offer at the shows. Cost would be minimal.

For the perpetual awards, we have an overall highest point Youth. We have the 13-18, 8-12 and 7 and under categories, of which the highest point Youth would get the trophy. There is a clause that states a Youth can win only once, as there was also money given out. The money is now gone but the trophy still exists. Judy would like

the clause eliminated, so that a Youth could win the trophy more than once. We used to have so few Youth participants. That isn't true anymore.

Another problem trophy is the George Roberge trophy. The trophy has been lost and is missing. Joanne has kindly donated a trophy for that award the past two years. Joanne will not be donating an award for next year. Options are we can completely retire the award, keep the award and then have someone step up to sponsor it each year, or we can eliminate the George Roberge award period and just have somebody sponsor a 2 year old stallion NW bred award. On another note, if we're doing a 2 year old stallion, why aren't we doing a 2 year old NW bred mare or gelding award? If added, these would need sponsoring as well. If we get sponsors, it would be nice for them to commit to x amount of years. The sponsor would have to provide a trophy each year or pay the club to provide the trophy.

An Overall High Point Amateur Level 1 and Level 2 award was originally sponsored by money from the Vicky Sanders estate. That money is now gone but the club is now giving out a club award.

The Heermann all-around trophy rule is written that it's for the Open Halter height classes. Some people now want it to include Stock Halter height classes too. Judy emailed Carole Heermann and Carole okayed the change for 2018.

Rookie of the year award. The way it works currently is a committee gets together and decides who the rookie of the year is. This is such a subjective decision. Judy made an executive decision and changed it to all new rookies get an award. 15 rookies are getting awards tonight.

30+ Youth and 40+ Amateurs competed this year. Judy would like to propose giving the top 5 Youth and Amateurs a certificate.

Judy would like a rule change. **Rules and Regs currently reads:** Any person submitting a non-negotiable check, or fails to clear past due fees before leaving the show grounds, will not be allowed to participate in any NW sponsored show until the account is cleared. All outstanding accounts, due to the NW Club, must be settled within 30 days of the date the debt incurred or the end of the last show, whichever comes first, in order to be eligible for year-end awards, including gelding incentive money. **Judy wants added:** All outstanding accounts due to the NW Club, and not settled within the above stated timeframe, their horses shall lose all year-end award points accumulated up to and including during the time of indebtedness. However, any year-end points lost will not be reinstated once outstanding accounts are paid. This includes any gelding incentive points. As per AMHA, trainers are responsible for paying their client's outstanding balance for the NW sponsored shows. All and any accounts, due to the NW Club and not settled in the above timeframe, may be reported to AMHA. **MOTION** by Joanne to have this presented and voted on in the General Meeting. Julie seconded the motion. All approved, so it was passed.

7. **MOTION** was made by Joanne to adjourn the meeting at 12:20am. Julie seconded and all approved.