



USAWE Board Meeting Minutes

Meeting Date: November 30, 2020

Meeting Time: 5:30 p.m. Pacific, 6:30 p.m. Mountain, 7:30 p.m. Central, 8:30 p.m. Eastern

Meeting Modality: Zoom

| Board Members Present | | Board Members Absent at Roll Call | |
|-----------------------|--------------------|-----------------------------------|----------------------|
| President | Leslie Martien | R1 Director | Kristine Strasburger |
| President Elect | Barbara Price | R3 Director | Cindy Branham |
| Secretary | Julie Alonzo | | |
| At Large Director 1 | Trisha Kiefer-Reed | | |
| At Large Director 2 | Doreen Atkinson | | |
| R2 Director | Robin Bond | | |
| R4 Director | Kiki Pantaze | | |
| R5 Director | Alex Tyson | | |
| R6 Director | Kimberley Hillyer | | |
| R7 Director | Rebecca Algar | | |

Current # of Board members = 12. BOD members required for Quorum = 6. # of BOD members in attendance = 10. Quorum was established.

USAWE Board Members in Attendance After Roll Call

R1 Director Kristine Strasburger

R3 Director Cindy Branham

USAWE Adult Members in attendance for all or part of the meeting:

Karen Boso

Lidia Taylor

Sarah Porte

Erin Long

Christy Reich, Co-Chair LOC

Leesa Nero

Erin O'Shaughnessy

President Martien called the meeting to order at 6:33, Mountain time.

APPROVAL OF MINUTES FROM NOVEMBER 16 BOARD MEETING

The minutes had been shared previously with the Board via email, and revisions were made by Secretary Julie Alonzo, as requests were sent. No additional corrections have been requested since v4 was distributed on November 18.



Leslie Martien, President, made a motion to:

Motion: Approve v4 of the minutes from the November 16, 2020 Board meeting.

Motion was seconded by R4 Director Kiki Pantaze.

- **The motion passed unanimously by voice vote with no “nays” heard.**

President Leslie Martien reviewed the discussion related to approval of meeting minutes. Secretary Julie Alonzo had proposed that the meeting minutes be approved after 3 days without additional corrections/additions from the Board. R1 Director Kristine Strasburger had shared her point of view that it would be better to follow standard practice for approval of meeting minutes rather than adopt a faster approach. Standard practice is to have approval of the prior meeting’s minutes be the first thing on the agenda at each Board meeting, with publication of the approved minutes taking place once the Board had officially approved them.

President Martien asked for input from the Board.

R4 Director Kiki Pantaze favored a quicker turn-around if possible. R5 Director Alex Tyson indicated that she would prefer a faster turn-around if possible. R6 Director Kim Hilyer reported mixed feelings. R7 Director Rebecca Algar was leaning toward allowing faster turn-around but was not steadfast in that position. At-Large Director Trisha Kiefer-Reed expressed her desire to make the decision for “the right reason”. At-Large Director Doreen Atkinson was for letting the members see the minutes ASAP. Secretary Julie Alonzo said she could see the strengths of both approaches but expressed some concern about logistics if the Secretary doesn’t track the three days correctly. President Elect Barbara Price indicated she could see a good rationale for both approaches but slightly favored getting the information out more quickly. President Leslie Martien’s inclination is to stick with more typical protocol and post the meeting minutes after they are approved at the next meeting. She does want people to respond quickly with their feedback while the meeting is fresh in their mind.

Julie Alonzo, Secretary, made a motion to:

Motion: After three calendar days have passed without requests for additional additions, corrections or modifications, the meeting minutes will be considered approved and should be posted to the USAWE website within one week from the time of final approval.

Motion was seconded by President Leslie Martien.

- **The motion passed unanimously by voice vote with no “nays” heard.**



AWARDS COMMITTEE CANDIDATES

President Leslie Martien had previously shared letters of interest from a variety of members who had expressed interest in serving on the Awards Committee, including Erin Long, who had expressed interest in being appointed Chair.

She invited Erin Long to introduce herself to the Board and give the Board the opportunity to ask her any questions they might have.

Secretary Julie Alonzo thanked Erin for her willingness to serve as Chair and let her know that there is a decent number of members who have also stepped forward to offer their assistance.

President Leslie Martien reassured Erin that there are a number of members who are interested in serving on the committee as well and thanked Erin for participating in the meeting.

Julie Alonzo, Secretary, made a motion to:

Motion: Appoint Erin Long Chair of the Awards Committee and provide her with the letters of interest as well as the contact information of the members who have expressed interest in helping with the Awards Committee (but who had not responded to the first request for a letter of interest).

Motion was seconded by At-Large Director Trisha Kiefer-Reed.

- **The motion passed unanimously by voice vote with no “nays” heard.**

TREASURER CANDIDATES

President Leslie Martien had previously shared applications from two candidates for the position of Treasurer: Leesa Nero and Erin O’Shaughnessy. Both candidates appeared to be well-qualified, with experience serving in similar roles and relevant educational and work experience.

She had asked both applicants to attend the Board meeting to enable members of the Board to interview them briefly.

R1 member Erin O’Shaughnessy joined the meeting at 6:10 PM. President Leslie Martien introduced her and asked her if she had any concerns to express or questions for the Board. Erin expressed a concern about the requirements for two signatures for all payments and expressed the hope that there might be ways to expedite payments when they are needed to be made rapidly.



President Martien expressed the hope that the Executive Committee might be able to get payments processed quickly. She asked Erin if she had worked previously with a Financial Oversight Committee.

Erin O'Shaughnessy explained that she actually had started on the WE United Financial Oversight Committee but when the previous treasurer had difficulty generating reports for the Board on time, she had been asked to step in as Treasurer.

At-Large Director Doreen Atkinson expressed her belief that the Financial Oversight Committee is essential to get going. She asked Erin to explain what her most difficult chore had been as Treasurer.

Erin explained that sometimes it was difficult to chase things down when people got really busy.

At-Large Director Doreen Atkinson asked if there were a paper trail to request payment.

Erin explained that there is, yes, and that the USAWE Bylaws prohibit the person tracking the payments to make any payments.

At-Large Director Doreen Atkinson asked if the WE United reports were complete, and Erin indicated that, yes, the WE United financial reports were very complete; everything was recorded and tracked.

President Leslie Martien expressed the opinion that it might be of benefit to have the same person fill the role of Treasurer for more than one year at a time and asked Erin if she would be willing to serve for more than one term.

President Elect Barbara Price remarked that Erin had done a great job cleaning up several lingering issues with WE United when she took the role of Treasurer. She commented that she would like to see a monthly balance sheet and financial summary.

Erin O'Shaughnessy indicated that she had been providing a monthly financial statement for WE United for the past year and that she would expect to do the same for USAWE.

R1 Director Kristine Strasburger asked, "How would you feel if you were serving as Treasurer for a few years, and we loved the job you were doing, but we decided to appoint a different person to be Treasurer simply as a way to break up a longer term of service?"

Erin responded that as long as that was the real reason and that people were not simply holding back dissatisfaction, that she would be ok with that.



Secretary Julie Alonzo asked if the Board opted to appoint a different person Treasurer would Erin be willing to serve on the Financial Oversight Committee.

Erin indicated that she would consider it, but that the frustration she experienced in serving on the Financial Oversight Committee for WE United before she was appointed Treasurer (when the Financial Oversight Committee didn't quite materialize) made her a little hesitant.

With no additional questions from the Board, Erin O'Shaughnessy left the meeting.

Leesa Nero, R7 member who had expressed interest in being appointed Treasurer, joined the call. Leesa asked for an update on the current financial records.

Secretary Julie Alonzo explained that USAWE currently has no bank account. USAWE is operating entirely through PayPal at this point.

Leesa had a number of questions related to Chart of Accounts, CPA, accounting software, process for payments and accounts receivable, frequency of meetings, etc.

President Martien explained that we will be meeting monthly for the first six months at least.

R1 Director Kristine Strasburger asked "How would you feel if you were serving as Treasurer for a few years, and we loved the job you were doing, but we decided to appoint a different person to be Treasurer simply as a way to break up a longer term of service?"

Leesa indicated that she would have no problem if the Board ended up appointing a different Treasurer at some point, and she explained that it was important for the Board to be comfortable with the work being done.

President Martien expressed her desire for a person willing to stay in the role of Treasurer for multiple years.

Leesa indicated that it is ridiculous to reinvent the wheel every year, but if the Financial Committee has some experience, they might be a good source for the next Treasurer.

Secretary Alonzo asked Leesa to discuss what her vision was for who would be tracking the expenses and income and expenses (treasurer, bookkeeper, etc.).

Leesa expressed the belief that at the current time it would likely make sense to have the Treasurer handle the day-to-day processing of payments and tracking financials, but that at some point, it might make sense to hire a bookkeeper.

R4 Director Kiki Pantaze asked for clarification about the role of CPA and Treasurer.



Leesa responded that a CPA would have more knowledge about the laws related to 501(c) organizations, and the Treasurer would be doing more of the day-to-day processing. The CPA would provide guidance for the Treasurer, and the Treasurer or Bookkeeper would make the entries, do any corrections, etc. The CPA would also be responsible for doing the annual tax returns.

Secretary Julie Alonzo asked if the Board decided to appoint a different person to serve as Treasurer, would Leesa be willing to serve as a member of the Financial Oversight Committee, and Leesa indicated that she would be willing to serve on that committee, yes.

Leesa then exited the meeting.

Leslie asked the Board to move to the LOC discussion before coming back to the vote on Treasurer.

LICENSED OFFICIALS COMMITTEE MEMBERS

Prior to the meeting, LOC Co-Chairs Christy Reich and Doreen Atkinson had sent President Leslie Martien a list of members they were recommending for the LOC, along with their bios. The list included Kat Waters, Jill Glasspool Malone, Gayl Ray, and Kellee Campbell.

Christy explained that one of the main goals of the LOC was to assemble a group with diverse skills and backgrounds. Christy spoke eloquently about Kat Waters' knowledge, work ethic, and organizational skills. They also wanted to bring in a little "new blood", and that is where Gayl Ray comes from. She has a very strong background in education, and having someone whose language and professional life is from the educational world is very important. Jill Glasspool Malone has extensive background on boards and committees and working equitation. She also has some international connections. Kellee Campbell brings a lot of experience to the table; she brings a broad and deep experience level.

Secretary Julie Alonzo asked the co-chairs to provide input on whether they had any concerns about whether the LOC might be at a disadvantage from not having a member with a strong western background.

Co-Chairs Doreen and Christy both voiced their opinions that they did not see that this would be an issue. Neither felt that the tack/attire had any impact on people's judging ability.

R2 Director Robin Bond indicated that the LOC as presented to the Board has a broad depth and mostly open mind. There is still the perception in the differences in the equipment, position, contact, use of particular pieces of equipment, that she feels a more western person would be better able to blend. She expressed the opinion that it would be more comforting for members like her who predominately ride more western to have a person representing them on the LOC.



Doreen explained that the LOC will bring in people with different expertise for continuing education. She indicated again that in her opinion there is not a need for a person with a predominately western background on the LOC.

Several Board members asked for clarification about the expectation for dressage versus western in how to judge, and Christy explained that it is her hope that the team representing the U.S. will show in western.

Julie Alonzo, Secretary, made a motion to:

Motion: Appoint Kat Waters, Jill Glasspool Malone, Gayl Ray, and Kellee Campbell to the USAWE Licensed Officials Committee, effective immediately.

Motion was seconded by Kristine Strasburger.

During discussion, the suggestion to replace Jill Glasspool Malone with Rebecca Algar, was brought up.

Trisha Kiefer-Reed, At-Large Director, made a motion to amend:

Motion: Replace Jill Glasspool Malone with Rebecca Algar.

Motion was seconded by Alex Tyson.

Rebecca indicated that she did send an application in when it was first requested and that she was surprised that her name was not put forward by the Chairs of the LOC. Doreen Atkinson, Co-Chair of the LOC, indicated that she was not aware that Rebecca had applied, as she had not seen an application. Because Christy Reich was no longer at the meeting (due to the topic having been discussed earlier in the agenda and then resumed after the discussions with the members who had expressed an interest in serving as Treasurer), it was not possible to ask about whether the application had been received.

Secretary Julie Alonzo expressed her belief that it would strengthen the committee to have a member on the LOC with a strong western background.

R5 Director Alex Tyson indicated that she thinks it does matter to have a western person on the LOC.

At this point, Rebecca Algar was recused from the meeting so the Board could continue to discuss.



VOTES RECORDED for roll call votes on motion to amend

| | |
|-------------------------------|---|
| R1 Kristine Strasburger - Yes | R7 Rebecca Algar – Recused |
| R2 Robin Bond - Yes | At-Large Director Trisha Keifer-Reed - Yes |
| R3 Cindy Branham - Abstain | At-Large Director Doreen Atkinson - Abstain |
| R4 Kiki Pantaze - No | Secretary Julie Alonzo - Yes |
| R5 Alex Tyson - Yes | Barbara Price - Abstain |
| R6 Kim Hillyer – No | President Leslie Martien - No |

The motion to amend passed, with 5 in favor and 3 opposed.

The Board returned to the new revised main motion:

Motion: Appoint Kat Waters, Rebecca Algar, Gayl Ray, and Kellee Campbell to the USAWE Licensed Officials Committee, effective immediately.

Leslie Martien, President, made a motion to amend:

Motion: Revise the motion so that it reads: “appoint Kat Waters, Gayl Ray, and Kellee Campbell to the Licensed Officials Committee, effective immediately.”

Motion was seconded by R4 Director Kiki Pantaze.

Discussion continued, during which the Board discussed a desire for the LOC Chairs to provide their input on both licensed officials who had expressed interest in serving on the LOC. Several Board members expressed a desire to take the necessary time to give both LOC Chairs the opportunity to participate in assembling the members of their committee and a lack of comfort with proceeding without having one of the co-Chairs present to field questions.

Roll call vote was called on the motion to amend:

VOTES RECORDED for roll call votes on motion to amend

| | |
|-------------------------------|--|
| R1 Kristine Strasburger - Yes | R7 Rebecca Algar – Recused |
| R2 Robin Bond - Yes | At-Large Director Trisha Keifer-Reed - Yes |
| R3 Cindy Branham - Yes | At-Large Director Doreen Atkinson - Yes |
| R4 Kiki Pantaze - Yes | Secretary Julie Alonzo - Yes |
| R5 Alex Tyson - Yes | Barbara Price - Yes |
| R6 Kim Hillyer – Yes | President Leslie Martien - Yes |

The motion to amend passed unanimously, with 11 in favor and 0 opposed.



The group returned to the new main motion:

Motion: Appoint Kat Waters, Gayl Ray, and Kellee Campbell to the Licensed Officials Committee, effective immediately.”

- **The motion passed unanimously by voice vote with no “nays” heard.**

TREASURER APPOINTMENT

The Board discussed both candidates for Treasurer, making note that both applicants appear to have the skills necessary for Treasurer and both appear to be highly qualified.

R3 Director Cindy Branham brought up that it’s important to be aware that some people might interpret an appointment of Erin O’Shaughnessy as adopting WE United’s Treasurer and wanted to Board to be aware that some might question this decision.

At Large Director Trisha Kiefer-Reed suggested that emphasizing the role of a strong Financial Oversight Committee might be important, and a way to balance such concerns.

R3 Director Cindy Branham requested clarification about the role of the Financial Oversight Committee in relation to the Treasurer and the Board. Secretary Alonzo and President Elect Price indicated that the Financial Oversight Committee served in a type of auditing role, overseeing the work of the Treasurer and the finances of the organization.

Leslie Martien, President, made a motion to:

Motion: Appoint Erin O’Shaughnessy Treasurer of USAWE, effective December 1, 2020.

Motion was seconded by President Elect Barbara Price.

- **The motion passed unanimously by voice vote with no “nays” heard.**

FINANCIAL OVERSIGHT COMMITTEE

All members who had indicated they might be interested in assisting with finances had been emailed after the November 16 Board meeting to request that those interested in being considered for Treasurer complete the online application, and those interested in being appointed to the Financial Oversight Committee send a letter of interest, with their bio, to President Leslie Martien. Leslie had previously shared with the Board a bio from Claire Gosnell, a member who had expressed interest in serving on the Financial Oversight Committee.



During her interview with the Board at tonight's meeting, Leesa Nero had indicated that she would be willing to serve on this committee. The Board had received her application for Treasurer, which provided a great deal of information about her relevant experience and background for this committee's work.

Leslie Martien, President, made a motion to:

Motion: Appoint Claire Gosnell and Leesa Nero to the USAWE Financial Oversight Committee, effective December 1, 2020.

Motion was seconded by R2 Director Robin Bond.

- **The motion passed unanimously by voice vote with no "nays" heard.**

Regular Meeting Times/Dates

- Future Board meetings will be scheduled the fourth Monday of each month, starting at 6:00 MST.

President Leslie Martien adjourned the meeting at 9:14, Mountain Standard Time.

Minutes submitted by Julie Alonzo, USAWE Secretary