



USAWE Board Meeting Minutes

Meeting Date: May 24, 2021

Meeting Time: 5:00 p.m. Pacific, 6:00 p.m. Mountain, 7:00 p.m. Central, 8:00 p.m. Eastern

Meeting Modality: Zoom

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

Current # of Board members = 13. BOD members required for Quorum = 7. # of BOD members in attendance = 9. Quorum was established.

Board Members in Attendance After Roll Call

Erin O’Shaughnessy, Treasurer

Cindy Branham, R3 Director

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

Jeanne Bond, Chair, Competitions & Rules Committees

Christy Reich, Co-Chair, Licensed Officials Committee

Kellee Campbell, Licensed Officials Committee

President Martien called the meeting to order at 6:05 PM, Mountain time.

POLICIES AND PROCEDURES MANUAL UPDATE

Jeanne Bond updated the Board on the status of the Policies and Procedures Manual that she and the Merge Board had been working on. The current policies listed are those that have already been agreed to (based on the Merge Team work) with one addition. There will be a need to add additional policies and procedures in the future.

Goal: Agree to the overall structure, and then move on from there. Some of the procedures are fairly rough; others are more complete.

Leslie Martien, President, made a motion to:

Motion: Approve the basic structure for the Policies and Procedures manual as shared at the May 24, 2021 Board meeting, with the understanding that in the future there will be revisions that will need to be reviewed and approved by the Board.



Motion was seconded by Kiki Pantaze, R4 Director.

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

TREASURER’S REPORT

Erin has created a folder on the Google Drive called Treasurer’s Report. It has the reconciliations through April 2021. Her intention is to provide monthly updates and provide additional updates if there is a need for additional clarifications (such as payments made to PayPal that are “on hold” for a period of time until they clear the PayPal system). They might show at the start of a month as money pending and then appear later.

Kiki Pantaze, R4 Director, requested some additional guidance on accessing the Google Drive folders.

Barbara Price, President Elect; Kristine Strasburger, R1 Director, and Doreen Atkinson, At-Large Director, all indicated that they sometimes have trouble as well.

Julie Alonzo, Secretary, explained that the Google Drive can be accessed only using the USAWE.org email addresses (for those of us who have them) because those are the emails used to grant access to the folders (part of maintaining secure files).

RULES COMMITTEE

Jeanne Bond, Chair of the Rules Committee, shared that the Rules Committee is recommending that Glynnna Hoekstra be appointed to the Rules Committee. As summarized in the information shared with the Board in advance of the meeting, the Committee contacted every member who had indicated interest in serving on the Rules Committee (upon signing up for 2021 membership), following reading through people’s reasons for being interested in serving on the committee, they conducted an interview and are recommending that Glynnna Hoekstra be appointed.

Kristine Strasburger, R1 Director, made a motion to:

Motion: Approve the appointment of Glynnna Hoekstra to the USA Working Equitation Rules Committee.

Motion was seconded by Robin Bond, R2 Director.

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

LICENSED OFFICIALS UPDATE

Kellee Campbell, LOC member, asked the Board to consider the proposal for earmarking the money collected by the LOC to be used exclusively for expenses related to LOC education.



Barbara Price, President-Elect, asked for clarification about the intention for keeping the money in the USAWE main account, earmarking it for exclusive use of the LOC for educational purposes.

Julie Alonzo, Secretary, asked for clarification about how to ensure that there is no perception of potential conflict of interest with funds earmarked only for Licensed Officials (to reduce the appearance of potential conflict of interest).

Kellee Campbell, LOC member, indicated that the goal is to provide the best educational resources possible, to produce a library of educational materials that can be used in the future.

Rebecca Algar, R7 Director, indicated that she feels strongly that it is important that the seminars be taught by licensed officials.

Kellee Campbell, LOC member, responded that she did not believe that only currently licensed officials should be allowed to teach the modules.

Leslie Martien, President, indicated that she thought there might be some people who could be qualified to teach the seminars who might not be licensed officials.

Doreen Atkinson, Co-chair LOC, indicated that the intention was to have instructors teach courses using LOC-approved materials.

Alex Tyson, R5 Director, suggested revising the language in the Educational Program proposal to remove the specific reference to the existing pool of Judges and Technical Delegates, perhaps change the wording to: “identify, interview, and assign qualified instructors.”

Jeanne Bond, LOC member, indicated that the LOC is proposing two different types of education – what the LOC develops and is part of the official LOC training program and potential outside continuing education opportunities that might have been developed by other people.

Kiki Pantaze, R4 Director, made a motion to:

Motion: All funds generated by the educational efforts of the Licensed Officials Committee shall be maintained in a separate accounting structure within the USA Working Equitation bank account(s) and be available for use by the LOC for future educational events.

Motion was seconded by Doreen Atkinson, At-Large Director.

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



UPDATING QUICKBOOKS

Erin O'Shaughnessy, USAWE Treasurer, requested that the Board authorize upgrading the USA Working Equitation Quickbooks account to a version that will enable the use of "classes" to designate different branches of funds.

Doreen Atkinson, requested information about how much Quickbooks costs currently and how much the upgrade will cost.

Erin O'Shaughnessy reported that it is a monthly subscription. She will look into whether there might be a savings for an annual subscription.

Kristine Strasburger, R1 Director, asked about the benefits of the Quickbooks online subscription versus direct purchase of the software.

Erin O'Shaughnessy, Treasurer, explained that the online version allows different people to access the books (for audits, for CPA tax filing, etc.), and Barbara Price, President-Elect, indicated that another benefit to the online subscription is that it ensures that updates to the program are applied on a regular basis.

Leslie Martien, President, made a motion to:

Motion: Authorize the expenditure of up to an additional \$50 month to upgrade the USA Working Equitation Quickbooks account to a version that will enhance functionality for better reporting.

Motion was seconded by Rebecca Algar, R7 Director.

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

ETHICS ISSUE

Leslie Martien, President, updated the Board on an ethics complaint related to a Licensed Official and an alleged violation of the social media policy. The matter is currently under review by the Ethics Committee, working in conjunction with the LOC.

President Leslie Martien adjourned the meeting at 7:15, Mountain Time.

Minutes submitted by Julie Alonzo, USAWE Secretary