



USAWE Board Meeting Minutes

Meeting Date: May 11, 2022

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 | Barbara Price | R1 Director | Heather Humelbaugh |
| President Elect | Olga Hendrickson | R5 Director | Becky Sherven |
| Secretary | Julie Alonzo | R7 Director | Rebecca Algar |
| Treasurer | Erin O’Shaughnessy | | |
| At Large Director 1 | Trisha Kiefer-Reed | | |
| At Large Director 2 | Doreen Atkinson | | |
| R2 Director | Robin Bond | | |
| R3 Director | Chris Stanko | | |
| R4 Director | Kiki Pantaze | | |
| R6 Director | Kimberley Hillyer | | |

Current # of Board members = 13. BOD members required for Quorum = 7. # of BOD members in attendance at roll call = 12. Quorum was established.

USAWE Board Members in Attendance After Roll Call:

Heather Humelbaugh, R1 Director

Becky Sherven, R5 Director

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

Leslie Martien, R3 Member

Christy Reich, R2 Member and Co-Chair of the LOC

Jeanne Bond, R6 Member and Chair of the Rules Committee

President Price called the meeting to order at 5:01 PM, Pacific time.

TWO NOTATIONS FOR MEETING MINUTES: LOC EMAIL VOTE & TAX RETURN

In between Board meetings, the Board had approved a motion via unanimous consent in writing (through an email tally), approving the LOC’s recommendation that Sarah Pinney be promoted from “L” to “r” judge. President Barbara Price also informed the Board that the USAWE tax return had been filed on time.

MOTION TO APPROVE NEW MEMBERSHIP PERIOD

Following the protocol outlined in the USAWE Bylaws, the following motion was brought to the Board:



Olga Hendrickson, Membership Committee Chair, made a motion to:

Motion: Change the Membership year for USAWE to run from January 1 – December 31, to correspond with the shift in the competition season approved by the Board in late 2021. This change requires a modification to the USAWE Bylaws.

Motion was seconded by Julie Alonzo, Secretary.

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

MOTION TO APPOINT AN ADDITIONAL MEMBER TO THE YOUTH DEVELOPMENT COMMITTEE

Prior to the Board meeting, President Price had circulated Megan Kenney’s bio and a request from Youth Development Committee Chair Alex Tyson to add Megan Kenney to the Youth Development Committee.

Barbara Price, President, made a motion to:

Motion: Approve the appointment of Megan Kenney to the Youth Development Committee.

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

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

MOTION TO APPROVE EXPENDITURE FOR PROMOTIONAL ITEMS

Kiki Pantaze, R4 Director and Marketing Committee Chair, submitted a list of promotional items she is recommending USAWE purchase (See list, below).

Clarification was provided about what is meant by a “document envelope” – it’s a closable holder case for people to carry their paperwork around.

It was suggested that something other than Koozies be purchased for this purpose.

Recommended Promotional Item Purchase

Zone shows:

Document envelopes: est about @2.00 each / 75-100 each Zone show / est \$500

Koozie: est @ about .75 each / 75-100 each Zone show / est \$225

General promotion:

Post it notes: est @ .75 each / 500 quantity / \$375

Pens: est @ .30 each / 1000 quantity / \$300

Lip balm: est @ .75 each / 500 quantity / \$375

Total estimated cost for 2022 promotional items (not including tax and shipping): \$1,775

(\$725 for Zone shows and \$1050 for general distribution)



Barbara Price, President, made a motion to:

Motion: Approve the expenditure of up to \$1,800 for USAWE promotional gift items for the Zone Championships and other events.

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

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

MOTION TO APPROVE GENERAL OPERATING EXPENSES

Prior to the meeting, President Barbara Price had circulated a list of general operating expenses for the Board to review (see image, below). The list includes both pre-approved expenses and those being brought to the Board for the first time. Note: As of May 11, 2022, the USAWE PayPal account has \$16,676.45, up a little over \$9500 since March 1, 2022.

USAWE PRE-APPROVED GENERAL OPERATING EXPENSES 1/1/22 - 6/30/22

Cash on Hand (as of 3/1/22)

| | |
|-------------------------|----------------------|
| Primary Checking Acct | \$ 16,219.99 |
| Secondary Checking Acct | \$ 600.00 |
| Savings Acct | \$106,000.03 |
| PayPal Acct | \$ 7,169.75 |
| Total | \$ 129,989.77 |

Estimated Expenses (annualized)

| | | |
|---------------------------|-----------------|---------------------|
| AO rebates* | \$225 | XX members @5 each) |
| Year-end awards | \$4,000 | |
| Bank & PayPal fees** | \$1,100 | |
| Web Hosting** | \$500 | |
| G-Suite (Google)** | \$2,448 | |
| Zoom licenses** | \$598 | |
| Sales Tax Monitor* | \$1,188 | |
| Mail Chimp** | \$288 | |
| Election expense | \$500 | |
| Gira.io licensing | \$5,000 | |
| Liability insurance** | \$2,782 | |
| Annual Corporate Filing** | \$50 | |
| Zone show stipends* | \$6,000 | |
| LO name badges | \$150 | |
| Accountant (Taxes)* | \$870 | |
| Quickbooks license** | \$800 | |
| Total | \$26,499 | |

* Previously approved by BOD or EC

** Required for general operations



Barbara Price, President, made a motion to:

Motion: Approve payment of the 2022 general operating expenses listed on the document titled USAWE Pre-approved General Operating Expenses 1/2/22 – 6/30/22, totaling \$26,499.

Motion was seconded by Robin Bond, R2 Director.

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

DISCUSSION OF NEXT STEPS FOR CONVENING AN INTERNATIONAL COMPETITION TASK FORCE

President Barbara Price asked Board members to share their thoughts about how to support the relationship with WAVE.

Barbara shared input from WAVE related to the need for USAWE to come up with official tack and attire for international competition and asked people to think about a task for developing our platform for international competition.

Nearly everyone on the Board spoke in favor of a task force, with some discussion of what the composition of the task force should be (whether Masters-level riders should be included or not). The rationale for possibly not including Masters-level riders on the task force is to reduce the potential for accusations of a conflict of interest (because Masters-level riders would be the ones competing international). The rationale for possibly including Masters-level riders is that they might have some important insights.

Several people shared their thoughts that clearly defining the job /scope of responsibility of the task force and finding ways to select people for the task force / liaison positions who are skilled in communication and international relations would be important.

A variety of opinions were expressed related to tack and attire for those representing the United States in international competition, with some speaking out in favor of the western tradition (in acknowledgement that western “cowboy” is the tradition in the U.S. for stock work), others advocating for allowing an either/or option with color of pad / attire uniform, but perhaps different saddles. A few people noted that there are some western saddles being made now that more closely resemble a dressage seat / contact.

The role of a liaison or a small group of liaisons whose responsibility it is to communicate with WAVE was also discussed.

TREASURER UPDATE

Treasurer Erin O’Shaughnessy mentioned to the Board that she has updated the financial summary available to the Board on the shared Google Drive.



Treasurer Summary Information

March and April Financials and Bank Reconciliations have been uploaded to the Google Drive.

Financial Summary

| | |
|---|--------------|
| US Bank Checking Account Current Balance (05/09/22) | \$17,256.01 |
| (\$8,525 of this balance is restricted Youth funds) | |
| US Bank Secondary Checking Current Balance (05/09/22) | \$ 600.00 |
| US Bank Savings Current Balance (05/09/22) | \$106,001.70 |
| PayPal Account Current Balance (05/09/22) | \$ 16,015.62 |
| Net Income March 2022 | \$3,095.54 |
| Net income Apr 2022 | \$5,556.98 |
| Net Income YTD (Apr) | \$16,264.95 |
| Previous Year (2021) Net Income | \$101,151.67 |

Comments: Income was Membership dues/horse recording, show licensing fees, Breed Award sponsorships and LO application fees. The Other Ordinary Income is the cash back from our PayPal Debit card.

Clinic income was 9 Full Registrations and 2 Auditor registrations.

Contribution Income was from WE United

Expenses were regular Google suites fees Mail chimp, PayPal processing fees. The advertising expenses were the transfer of allocated funds from Membership renewals to the Affiliate Organizations for their promotion of USAWE, Vista print order for brochures and Picture licenses for the marketing flyer. Insurance was the D&O Renewal and our liability insurance.

Submitted electronically.

Erin O'Shaughnessy
05/09/22

President Barbara Price adjourned the meeting at 6:05 PM, Pacific Time.
Minutes submitted by Julie Alonzo, USAWE Secretary.