



## USAWE Committees Working Meeting Minutes

**Meeting Date:** Thursday, January 26, 2023 (rescheduled due to conflict on January 25, 2023)

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

**Meeting Frequency/Modality:** 4<sup>th</sup> Wednesday each Month, virtually via Zoom

**January 26, 2023 Minutes e-Approved:** 01/30/2023 5:30 AM PST

**NEXT MEETING:** Wednesday, February 22, 2023, virtually via Zoom

<b>USAWE's Mission Statement: <i>Fostering a Supportive Community of Riders and Building a Strong Future for the Sport</i></b>						
<b>Non-voting USAWE Committee and Task Force Chairs</b>						
Affiliate Organizations	Kristine Strasburger	P		International Competition	Kellee Campbell	A
Awards	Bridgett Klingler	P		Licensed Officials (co-chair)	Christy Reich	P
Coaches Network	Trisha Kiefer-Reed	A		Licensed Officials (co-chair)	Doreen Atkinson	P
Competitions	Becky Sherven	A		Marketing and Promotion	Karen Boso	P
Elections	Bridgett Klingler	P		Membership	Kate Steffes	P
Ethics	Dan Dahlke	P		Rules	Jeanne Bond	P
Financial Oversight	Leesa Nero	A		Website	Kristine Strasburger	P
Horse Recording	Mindy Finelli	P		Youth Development	Alex Tyson	A
<b>Board of Directors (BOD)</b>						
<b>Executive Committee</b>				Regional Director 1	Heather Humelbaugh	A
President	Chris Stanko	A		Regional Director 2	Robin Bond	A
President Elect	Doreen Atkinson	P		Regional Director 3	TBA by BOD	--
Secretary	Kris Blacklock	P		Regional Director 4	Kiki Pantaze	P
Treasurer	Erin O'Shaughnessy	A		Regional Director 5	Becky Sherven	A
At Large Director 1	Trisha Kiefer-Reed	A		Regional Director 6	Karen Miller	A
At Large Director 2	Stephanie Hayes	P		Regional Director 7	Rebecca Algar	A

Current # Committee Chairs = 16; # Chairs in attendance = 11

Current # Board of Directors = 12; # Directors in attendance = 4

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

None.

**President Elect Doreen Atkinson called the meeting to order at 5:03 PM Pacific time.**

**Policies and Procedures** – Jeanne Bond will be requesting/assisting Directors and Chairs in drafting procedures that outline missing BOD and Committee procedures by April 1<sup>st</sup>. To be fleshed out: corporate communications, general committee responsibilities, Awards, Coaches Network, Financial Oversight, International Competitions, Licensed Officials, Marketing and Promotion, Website, Youth Development. Officer and Director responsibilities. Each committee to list Documents and Forms residing on the website; and Authorization – what the committee is empowered to do; what will require board approval. Also, to be used for position descriptions. Annual review; use the Policy/Procedure Change Proposal (located on [usawe.org](http://usawe.org) > Corporate > Records page to submit revisions (as needed).

**Affiliate Organizations** – Working on member designated funds distributed; onboarding AOs into subscription of recurring dues. Held 1<sup>st</sup> Qtr. AO zoom meeting; 20 attendees (1/2 of AOs represented).

**Awards** – Has an excel sheet of year-end results. 2022 standings are posted on the leaderboard; including Top (2) National; Top (3) Regional. Breed Performance Awards are in process. Waiting on vendor quotes for year-end awards.

**Coaches Network** – no updates.

**Competitions** – no updates.

**Elections** – no updates.

**Ethics** – no pending complaints. Hold quarterly meetings. Hold additional meetings if needed to address complaints.



**Financial Oversight** – Committee met on January 19th with the next meeting scheduled for January 29th. Based on the first meeting we are in the process of narrowing down possible CPA firms. Once completed a recommendation will be made to the BOD for a vote of approval. And there is work in progress on developing the language and content for our Policies and Procedures.

**Horse Recordings** – Verifying and adding breed registry. Ownership transfers, retired and deceased horses are noted. Request another eBlast to check horse recording information. If a breed award sponsor requires rider breed membership, the sponsor will need to validate.

**International Competition** – sent a questionnaire to see who's interested in competing on a domestic and international team, identify coaches, riders and horses L4-L7 performance level. Looking for ways to encourage L4-L7 riders interested in competing internationally to participate in the LOC seminar show in Woodstock IL. Committee will be meeting with Pedro Torres in February about developing an international team (rider/horse training, format, tips, how to source horses, how to get judges qualified to be WAVE judges, etc.). Designing clinics for members to progress up through the performance levels.

**Licensed Officials** – Currently testing licensed officials (TDs and Judges), tracking continuing education, planning LO EOH seminar in Woodstock IL with a WAVE judge from Spain (pending BOD approval). 'S' Team is a tremendous resource (built dressage resources, currently working on EOH resources).

**Marketing and Promotion** – Requested committees notify Marketing and Promotion so the committee can spotlight new AOs, members, youth, lifetime rider medalists, breed award recipients, junior high point winner, WE coaches, licensed officials, zone show champions, etc. Working with Dressage Illustrated to create illustrated written and diagrammed WE tests, pocket guide, audio books, etc. If purchased in lots of 10 or more (for licensed shows, trade shows, horse fairs, etc.); purchasers will receive % discount + USAWE will receive % royalty. Website suggested providing a link on our website. Working on a 'LinkedIn' page, TikTok and a new branded look for social media.

**Membership** – Suggested RDs be notified of new members so they could send a warm welcome. Recommended pairing up a mentor with new members. Reach out to 'lost' members. Suggest a subscription membership auto renewal process to retain membership, and streamline the membership renewal process.

**Rules** – Clarifications needed for LOC testing. An update to the rulebook may be forthcoming due to clarifications needed following the recent LOC webinar.

**Website** – Recommend a membership 'plugin' for membership renewal. Will be coordinating with committees to create a 'punch list' of adding and reviewing content.

**Youth Development** – no updates.

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**Corporate News** - new emails: President: [Chris.Stanko@usawe.org](mailto:Chris.Stanko@usawe.org) Elections: [elections@usawe.org](mailto:elections@usawe.org)

Several useful guides are in the process of being finalized and will be distributed after the February 8, 2023 BOD meeting.

- Meeting Etiquette
- email, Contacts and G-Drive
- Zoom and Webinar License Usage and How to set up a Zoom Meeting and Webinar. The 2nd Zoom account is ready to use. Committees that will be moving to the 2nd license are asked to switch over to the new zoom account by March 1st (then remove the scheduled meetings from the 1st license).

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**President Elect Doreen Atkinson adjourned the meeting at 6:14 PM Pacific Time.**

Minutes submitted by Kris Blacklock, USAWE Secretary