



USAWE Committees Working Meeting Minutes



Meeting Date: Wednesday, February 22, 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: 4th Wednesday each Month via Zoom

Agenda: Sent 2.18.2023 4:23 AM PST and posted to USAWE.org > Corporate > Records > Meeting Minutes and filed in USAWE G-Drive > Committees folder by Secretary Kris Blacklock

Minutes: The January 26, 2023 meeting minutes were e-approved 1.30.2023 5:30 AM PST and posted to the usawe.org > Corporate Records > Meeting Minutes and uploaded to the G-Drive > Committees

Minutes: The February 22, 2023 Committees Working Minutes e-approved February 26, 2023 12:29 AM PST

NEXT MEETING: Wednesday, March 22 2023 5:00 p.m. Pacific, 6:00 p.m. Mountain, 7:00 p.m. Central, 8:00 p.m. Eastern

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

Current # Committee Chairs = 17 | 12 Chairs in attendance | Current # Board of Directors = 12 | 10 BOD in attendance.

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

Aimee Perryman (Awards, Marketing and Promotion, Website committee member)

President Elect Doreen Atkinson called the meeting to order at 5:01 PM Pacific time.

President Chris Stanko and President Elect Doreen Atkinson asked committee chairs to determine # of hours per month, determine the # of volunteers is optimum to manage the workload. What do you need? Do you have the tools you need to perform tasks efficiently and effectively? What are your stressors? What are your pain points? If you have issues, send grievances to the person directly to resolve; if unresolved, notify President Chris Stanko.

USAWE COMMITTEES 'Open Mike' (listed in alpha order)

AFFILIATE ORGANIZATIONS (AO) – Kristine Strasburger – this year is filled with high level production and high work demand of documenting processes and feels the committee and board has the right skill sets to tackle developing materials. Just finished the AO Handbook to enable onboarding, procedures, tasks, and processes. Moved AO dues to recurring subscription based and established processes for disbursing end of year AO member designated funds. Plan to onboard a couple new members and mentor to fill the AO Coordinator role. Volunteer hours: 20 hrs. per month

AWARDS – Absent



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COACHES NETWORK – Trisha Kiefer-Reed, committee is quiet now. Added a couple new members; in process of getting committee up-to speed. Chair is working on delegating and cross-training. Goal is to have a desirable product for our coaches and members.

COMPETITIONS – Becky Sherven, reaching out to interested volunteers to add 2-4 committee members to balance the load and cross-train. Year-end is busier. Meet twice a month 2 – 2/12 hrs. each or more if for zone championship debriefs. Volunteer hours 4-7 hrs. per week. Daily tasks – licensing requests, show deliverables answering email. Data entry – hard to determine if data delegation could be used to process and monitor all the moving parts needed to license each show. Processes show licenses, internal tracking, website list, calendar, monitoring show status after each show (required reports). Meet with Awards and LOC to ensure post show deliverables are in. Projects – updating processing, competition and show manager guide. TD and Competitor feedback follow-up. Rider Dispensations. Show manager correspondence.

ELECTIONS – Jane Renner, indicated the technical aspect of the position is a bit of a struggle but fellow committee member Biddie Lowry is assisting. Seeking a couple more volunteers to help.

ETHICS – Dan Dahlke, committee is currently quiet. Have enough volunteers. Meet quarterly with email updates. No data entry assistance needed.

FINANCIAL OVERSIGHT – Leesa Nero, currently a committee of four. Seeking additional member(s) to help balance the workload. Held three meetings in the last month and a half. Sent recommendation for new CPA to hire to complete the organization's tax return. The Bylaws are currently simplified and vague. Currently working on committee policies and procedures and are in the process of meeting with the Executive Committee to determine the committee's purpose. Volunteers 10-15 hrs.; will reduce once the committee's purpose is in place. Appreciate the G-Drive file folders. Welcome Brittany Flowers as committee co-chair to balance the workload. Leesa to attend BOD meetings. Brittany to attend Committee Working meetings.

HORSE RECORDINGS – Absent

INTERNATIONAL COMPETITION TASK FORCE – Kellee Campbell, committee is reviewing the responses to the International Competition Questionnaire. Anticipate working closely with the Youth Development Committee. Working on establishing an educational competition program that will be self-sustainable in the next couple years. Planning on clinics and educational opportunities across the country that feature clinicians that typically aren't readily available. Will involve the Coaches Network. This committee is to develop educational opportunities for riders to progress; a benefit for the entire organization.

LICENSED OFFICIALS (LOC) – Doreen Atkinson and Christy Reich, plan to attend the continuing education licensed official seminar in June in Woodstock IL. Planning a licensed official webinar on the new dressage tests. Approved (2) new 'L' judges. Working on a live spreadsheet of approved continuing educational opportunities for self-look-up. LOC meets 2 hrs. per week in meetings, admin hours, past, current and future planning. Tasks include create, design, implement, track and monitor (regulate) licensed officials (Technical Delegates and Judges).

MARKETING AND PROMOTION – Kiki Pantaze and Aimee Perryman shared committee meets virtually approx. 2 hrs.; committee is currently working on social media, USAWE logo-wear, grant program for tradeshow, banners, promotional video, website updates. Rebecca Algar recommended a message to members to not order unofficial merchandise that is being posted to our Facebook pages by spammers. Rebecca Algar and Chris Stanko received inquiries from the recent Lusitano Conference working equitation USAWE sponsorship. Pedro Torres's training sessions were well received.

MEMBERSHIP – Kate Steffes, (Heather, Jacquelyn) and will be onboarding two new members to free up administrative time for committee chair. Volunteer hours 3-5 hrs. per week. Need more automated membership processing. PayPal is a big pain point – unable to process membership without manual invoice, issue when someone else's PayPal or a different email address than the membership doesn't match up is used to remit membership dues. Processing memberships during the work week; not processing on weekends. Nov, Dec, Jan are heavy membership processing months. Memberships are manually processed – website, personal email and membership card. Conscious of confidentiality. Kristine Strasburger, Website Committee Chair is available for possible solutions: subscription-based membership and using a premium shopping cart. Could consider a membership portal.

RULES – Absent



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WEBSITE – Kristine Strasburger, working on refreshing the website and re-evaluating pages. Plan to meet with committees to assess committee needs and review committee specific pages and end-user functionality ease. Recommended each committee chair to identify tasks that could be handed off to a Clerical Assistant or a Google Form.

YOUTH DEVELOPMENT – Absent

SECRETARY - Kris Blacklock (who works full-time) averages 35-40 volunteer hours per week performing secretarial duties, monitoring and responding to (3) corporate email accounts, supporting the Executive Committee, Board of Directors, each of the (15) Committees and creating policies, procedures, guides, timelines and task lists plus 8-10 hours per month volunteering on Website Committee.

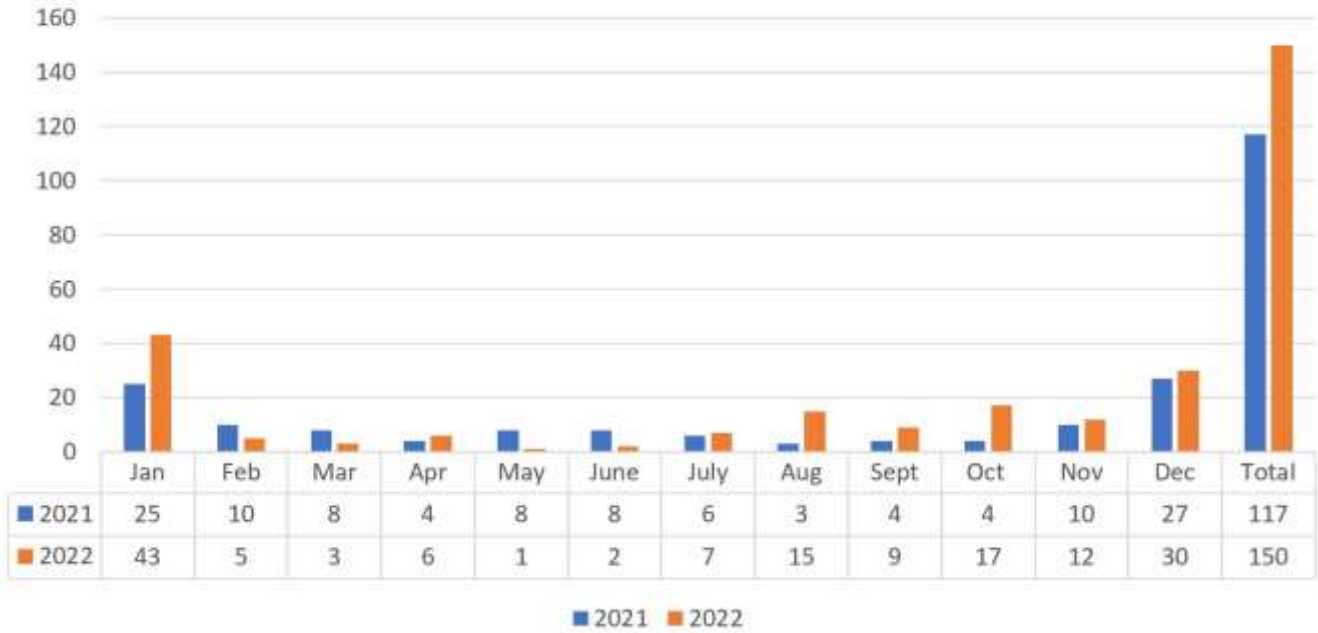
President Elect Doreen Atkinson adjourned the meeting at 6:37 PM Pacific Time.

Minutes submitted by Kris Blacklock, USAWE Secretary

As follow-up to the meeting, the following charts were created and distributed 2/23/23 by Kris Blacklock, Secretary to illustrate which are the heaviest processing months to determine when the most volunteer help is required.



Licensed Shows Processed



Show Results # of Horse-Rider Pairs Processed



Show Results Processed

