



BOARD OF DIRECTORS DECISION BY EMAIL – FEBRUARY 3, 2023



Decision by Email sent 2/3/2023 via email 11:30 AM PST by Secretary, Kris Blacklock (at the request of President Chris Stanko); e-Voting results listed below. All (12) Board of Director e-Votes received via email by 9:50 PM CST (7:50 PM PST) February 3, 2023

Minutes Approval: 2.3.2023 Decision by Email minutes were e-approved 2.7.2023 8:06 PM PST by the BOD and posted to the USAWE.org > Corporate > Records > Meeting Minutes and filed in USAWE G-Drive > Board of Directors

Board of Directors		eVote 2/3/2023	
Executive Committee		Vote	Recuse
President	Chris Stanko	Approve	
President Elect	Doreen Atkinson		Recuse
Secretary	Kris Blacklock	Approve	
Treasurer	Erin O’Shaughnessy	Approve	
At Large Director 1	Trisha Kiefer-Reed	Approve	
At Large Director 2	Stephanie Hayes		Recuse
Regional Directors			
R1 Director	Heather Humelbaugh	Approve	
R2 Director	Robin Bond	Approve	
R3 Director	TBA by BOD	--	--
R4 Director	Kiki Pantaze	Approve	
R5 Director	Becky Sherven	Approve	
R6 Director	Karen Miller		Recuse
R7 Director	Rebecca Algar		Recuse

Current # of Board members = 12 | BOD members required for e-Quorum = 12 | 8 BOD members voted; 4 Recused.

**Motion:** Approve the 2023 Eastern Zone Championship Show proposal submitted by New England Working Equitation. Show to be held September 21-24, 2023 at the Diamond 7 Ranch and Arena in Dillsburg, PA.

→ **Motion passed by e-vote with 8 in favor, 0 opposed, 0 abstained, 4 recused (Doreen Atkinson, Stephanie Hayes, Karen Miller and Rebecca Algar), 0 absent.** Documented email votes captured at the end of the minutes (pg 9).

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Email sent 2/4/23 to the Competitions Committee, New England Working Equitation, Affiliate Organization and Show Organizer Stephanie Hayes | [newenglandworkingequitation@gmail.com](mailto:newenglandworkingequitation@gmail.com) | [vtblackpony@aol.com](mailto:vtblackpony@aol.com)

Congratulations, on February 3, 2023, the USAWE Board of Directors (BOD) reviewed, voted and e-approved the 2023 Eastern Zone Championship Show proposal, (a USAWE licensed show to be held September 21-24, 2023 at the Diamond 7 Ranch and Arena in Dillsburg, PA), submitted by Stephanie Hayes and the New England Working Equitation.

Please work with the Competitions Committee ([competitions@usawe.org](mailto:competitions@usawe.org)), to coordinate the formal announcement, eNews article, URL and contact information for the Zone Championship page of the [usawe.org](http://usawe.org) website > Competitions > Championships page plus the show premium, zone logo, rider-horse pair qualifying scores eligibility to compete, show entry form, refund and cancellation policy.

Again, thank you for the proposal submission and appreciation for the zone proposal committee’s time, effort and planning.

Board of Directors  
USA Working Equitation

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**e-VOTING DOCUMENTATION**

**Note:** The Competitions Committee did not provide a *Championship Evaluation Committee – Proposal Review* as outlined in the [Request for Proposals](#) - Zone Championships (located on the usawe.org website > Competitions > Competition Resources); and when asked by President Chris Stanko, the Competitions Committee replied they would not provide a completed Proposal Review and indicated “*Board Members - Please appoint two Regional Directors who are not named in the bid from NEWE to complete the form. The Competitions Committee went over it last night and confirms that we believe all criteria have been met. If the Board wants a paper filled out by two regional directors before proceeding, the Competitions Committee hereby affirms in writing that we approve of the bid submitted by NEWE and are turning our attention to other pressing committee tasks.*”

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Per **USA Working Equitation Policies and Procedures > 2.4.3 Zone Championship Show Requirements and License Approval** “A *Championship Evaluation Committee* is designated for each zone; each committee is comprised of the *Regional Directors* within the zone and a representative of the *Competitions committee* who does not reside in the zone. The *Championship Evaluation Committee* will assess all proposals received and submit the top two candidates in each zone to the Board for final selection. Submit all proposals to [competitions@usawe.org](mailto:competitions@usawe.org); proposals will be forwarded to the respective *Championship Evaluation Committee*.”

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The **Championship Evaluation Committee – Proposal Review** was created in 2022 to provide a consistent proposal review process, approved by President Barbara Price, and used to evaluate each of the zone proposals (even if there was only one submission).

**COMPETITIONS COMMITTEE – CHAMPIONSHIP EVALUATION COMMITTEE – PROPOSAL REVIEW**

Thu, Feb 2, 10:51 AM (23 hours ago)

**Competitions Committee Chair**

to me, Full, Chris, Competitions, Competitions, Competitions, Competitions, Gira

Dear Board Members,

Please appoint two Regional Directors who are not named in the bid from NEWE to complete the form. The Competitions Committee went over it last night and confirms that we believe all criteria have been met. If the Board wants a paper filled out by two regional directors before proceeding, the Competitions Committee hereby affirms in writing that we approve of the bid submitted by NEWE and are turning our attention to other pressing committee tasks.

Thank you,  
USAWE Competitions Committee

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2/3/23 President Chris Stanko asked Karen Miller, Region 6 Director, to complete the Championship Evaluation Proposal Review; review completed 2/3/23; Karen recused herself from the BOD proposal e-Vote (although she was not part of the planning committee; she was listed as Hospitality after all zone championship planning was completed).



**BOD REVIEW REQUEST SUBMITTED BY COMPETITIONS COMMITTEE** – February 1, 2023 7:35 PM PST and subsequent BOD and Competition Committee email correspondence

----- Forwarded message -----

From: **Competitions Committee Chair** <competitions@usawe.org>  
Date: Wed, Feb 1, 2023 at 9:35 PM  
Subject: Motion for Approval of 2023 Eastern Zone Championship Bid - For 2/8/2023 Board Meeting  
To: <fullbodgroup@usawe.org>  
Cc: Competitions Committee Member 3 <halcyonfarm@gmail.com>, Competitions Committee Member 2 <competitions2@usawe.org>, Competitions Committee Member 1 <competitions1@usawe.org>, Competitions Committee Member 3 <competitions3@usawe.org>, Gira Manager <gira@usawe.org>, Working Equitation Oregon <WorkingEquitationOregon@gmail.com>

Dear USAWE Board,

We are delighted to inform you that the USAWE Competitions Committee has received a solid bid for the Eastern Zone Championship. The committee reviewed the bid in detail and has verified that **the bid meets all criteria for approval**. We hereby submit the following motion to the Board:

**Approve awarding the 2023 Eastern Zone Championship to New England Working Equitation.**

**It is in the best interest of the organization for this decision to be made and announced quickly, so that members and other show organizers can make plans. Thus, the Competitions Committee requests that the Board address this motion at the next Board meeting, on February 8th.**

Sincerely,  
The USAWE Competitions Committee

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Becky Sherven  
USAWE Competitions Committee Chair

**BOD RESPONSES TO THE INITIAL COMPETIONS COMMITTEE EMAIL**

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**At-Large Director 1**

Wed, Feb 1, 10:35 PM  
(2 days ago)

How exciting! Trisha Kiefer-Reed

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**At Large Director 2**

Wed, Feb 1, 11:09 PM (2 days ago)

Thank you Competitions Committee for moving this along!!

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President  
**Chris Stanko**

Thu, Feb 2,  
7:54 AM (1 day ago)

to At, Competitions, Competitions, Competitions, Competitions, Competitions, Full, Gira  
Competitions,



The Eastern Zone Championship proposal looks awesome, it’s very well done; however, the Competitions Committee did not follow USA Policies and Procedures **2.4.3 Zone Championship Show Requirements and License Approval** “A Championship Evaluation Committee is designated for each zone; each committee is comprised of the Regional Directors within the zone and a representative of the Competitions committee who does not reside in the zone. The Championship Evaluation Committee will assess all proposals received.”

The email from the Championship Committee does not indicate the Eastern Zone Championship Evaluation Committee reviewed, evaluated or sent the proposal for BOD review and the **Championship Evaluation Form** (available on the Competitions > Competitions Resources > [Request for Proposals – Zone Championships](#)) is also missing.

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The Competition Committee needs to ensure they are following the USAWE Bylaws, Policies and Procedures, and in this instance, all zone proposals meet all the requirements before asking for BOD review/approval.

Before the BOD can review and decide this proposal, it needs to be evaluated by the Zone Championship Evaluation Committee, meet all requirements and make sure all T’s are crossed and I’s are dotted.

I am sure this will pass, it needs to be done correctly; we need to follow in the P/P. Our meeting on February 8th has the potential to be 3 hours long (we already cut the Committee and Director updates to ensure all submitted topics could be discussed/decided). I really would rather not add anything else to the agenda. The Competitions Committee needs to set up a meeting for the Championship Evaluation Committee to review, complete the *Championship Evaluation Committee – Proposal Review*, ensure the proposal’s budget includes all of the items outlined in the *Zone Championship Budget*, then the proposal can be done reviewed by the BOD with an email vote. I understand urgency is of essence, but the Committee needs to follow the Bylaws, Policies and Procedures and the zone championship evaluation criteria. I’ve talked with Stephanie this morning and she is waiting to put a deposit on the facility. If at all possible can this please be completed by the morning.

Thank you,  
Chris Stanko

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Chris Stanko  
USAWE President  
970-846-6129  
[www.USAWE.org](http://www.USAWE.org)

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**Region 6 Director**

Thu, Feb 2, 8:36 AM (2 days ago)

I am aware of this situation and am standing by ready to get this going. Looks like the Championship Evaluation Committee would be Region 6 Director (myself), Region 7 Director (Rebecca Algar) and a member from the Competitions Committee.

I will await further direction.

Karen Miller

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**President Elect**

Thu, Feb 2, 8:52 AM (2 days ago)

**Doreen Atkinson**

to Region, Chris, At, Competitions, Competitions, Competitions, Competitions, Competitions, Full, Gira, Working

Good morning

As per policies and procedures, thank you to make sure each step has been done.

I’m sure once the evaluation committee reviews, an email vote could happen.

I appreciate the hard work of the eastern zone committee and willingness to work an event.

I also appreciate each committee working together with respect and patience.



Best regards  
Doreen

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Doreen Atkinson  
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----- Forwarded message -----

From: **Competitions Committee Chair** <competitions@usawe.org>  
Date: Thu, Feb 2, 2023 at 9:01 AM  
Subject: Request from Competitions Committee for Vote by Email: Eastern Zone Championship Bid  
To: Chris Stanko <chris.stanko@usawe.org>  
Cc: At Large Director 1 <aldirector1@usawe.org>, Competitions Committee Member 1 <competitions1@usawe.org>, Competitions Committee Member 2 <competitions2@usawe.org>, Competitions Committee Member 3 <halcyonfarm@gmail.com>, Competitions Committee Member 3 <competitions3@usawe.org>, Full Board of Directors Group <fullbodgroup@usawe.org>, Gira Manager <gira@usawe.org>, Working Equitation Oregon <WorkingEquitationOregon@gmail.com>

Dear Chris and members of the Board,

The Competitions Committee reviewed the Procedures in the Policies and Procedures manual prior to sending our request to the Board last night.

The committee's actions in no way violate any Bylaws or Policies. We followed the published Procedures, **taking into account the fact that the two Regional Directors within the eastern zone are both named in the bid from NEWE and thus would be required to recuse themselves from service on the Championship Evaluation Committee.**

We are fortunate that the Competitions Committee includes a Regional Director as well as three representatives who do not reside within the zone. The Competitions Committee was able to field a Championship Evaluation Committee during our meeting last night, and that group used the criteria to verify that the bid meets all requirements (it does) and that all i's were dotted and t's crossed (they are).

The Policies and Procedures manual is a living document and subject to periodic review and revision. The primary purpose of having written procedures is to ensure that the volunteers donating their time to conduct business on behalf of the organization have guidelines to follow. The competitions committee will be submitting a revision to the Procedures used for selecting Zone Championships to reflect the reality that -- when a single bid is received and that bid meets all requirements -- the process can and should be streamlined. **The committee (which is the group responsible for writing up the procedures used to complete tasks) discussed this at length last night.** Committee members were unanimous in their support of making sure the process meets the needs of the organization. That need includes focusing on both quality and efficiency in the interest of making good decisions.

Given that (a) **only one bid was received** for the 2023 Eastern Zone Championship, (b) **that bid met all requirements** for a Zone Championship, (c) **the two regional directors** who might otherwise serve on a committee to evaluate bids received **were both named in the bid and thus ineligible to serve on an evaluation committee** without conflict of interest issues, (d) we are already many months past the original deadline for bids to have been received, (e) **it is in the best interest of our members** to offer a Zone Championship in all three zones, (f) NEWE needs confirmation that their bid has been accepted so they can secure a very nice facility at a very reasonable cost, and (g) you have explained that the agenda for the next Board meeting is already quite full, **the Competitions Committee respectfully requests that the Board address the following motion through unanimous consent in writing (via email) rather than waiting for a Board meeting.**

Motion:  
**Approve awarding the 2023 Eastern Zone Championship to New England Working Equitation.**



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On Thu, Feb 2, 2023 at 9:38 AM At Large Director 1 <[aldirector1@usawe.org](mailto:aldirector1@usawe.org)> wrote:  
To all concerned -

After reading through this exchange I would absolutely be in favor of the Board voting on this via email now.

Things seem to have been done appropriately and diligently. As this type of event requires a tremendous amount of cooperation, effort and momentum, I would like to see us expedite its approval.

Trisha Kiefer-Reed  
At-Large Director 1  
USAWE

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On Thu, Feb 2, 2023, 9:47 AM USAWE Secretary <[secretary@usawe.org](mailto:secretary@usawe.org)> wrote:  
The motion should be written as:

**Motion:** Approve the 2023 Eastern Zone Championship show proposal submitted by New England Working Equitation. Show to be held September 21-24, 2023 at the Diamond 7 Ranch and Arena in Dillsburg, Pennsylvania.

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*Kris Blacklock, USAWE Secretary*

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**Chris Stanko**

Thu, Feb 2, 10:28 AM (23 hours ago)

to At, Competitions, Competitions, Competitions, Competitions, Competitions, Full, Gira, Working

Competitions,

First of all thank you for your response. I want to make it clear that I was not insinuating that anyone had violated the bylaws or P/P. I was simply saying not everything was done. None of us were aware that you put together another review committee for this. We are still missing the Eval form that we can see. That seems to be the only thing missing at this point. Please fill out that form like the rest of the Zones have had to do then I will 2nd the motion. This may seem trivial but we all need to abide by this. If you would then start another clean email with the motion and proposal we can get this passed if all the board will do their part by voting.

Thank you,  
Chris Stanko  
USAWE President

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**Competitions Committee Chair**

Feb 2, 2023, 10:51 AM (23 hours ago)

to me, Full, Chris, Competitions, Competitions, Competitions, Competitions, Gira

Dear Board Members,

Please appoint two Regional Directors who are not named in the bid from NEWE to complete the form. The Competitions Committee went over it last night and confirms that we believe all criteria have been met. If the Board



BOARD OF DIRECTORS DECISION BY EMAIL – FEBRUARY 3, 2023



wants a paper filled out by two regional directors before proceeding, the Competitions Committee hereby affirms in writing that we approve of the bid submitted by NEWE and are turning our attention to other pressing committee tasks.

Thank you,  
USAWE Competitions Committee

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**At Large Director 1**

Thu, Feb 2, 10:51 AM (23 hours ago)

to me, Full, Competitions, Chris, Competitions, Competitions, Competitions, Competitions, Gira

I vote YES to APPROVE.

Trisha Kiefer-Reed  
At-Large Director 1  
USAWE

----- Forwarded message -----

From: **Doreen Atkinson** <doreen@usawe.org>  
Date: Thu, Feb 2, 2023 at 11:38 AM  
Subject: Re: Request from Competitions Committee for Vote by Email: Eastern Zone Championship Bid  
To: At Large Director 1 <aldirector1@usawe.org>  
Cc: USAWE Secretary <secretary@usawe.org>, Full Board of Directors Group <fullbodgroup@usawe.org>, Competitions Committee Chair <competitions@usawe.org>, Chris Stanko <chris.stanko@usawe.org>, Competitions Committee Member 1 <competitions1@usawe.org>, Competitions Committee Member 2 <competitions2@usawe.org>, Competitions Committee Member <halcyonfarm@gmail.com>, Competitions Committee Member 3 <competitions3@usawe.org>, Gira Manager <gira@usawe.org>

A Championship Evaluation Committee is designated for each zone; each committee is comprised of the Regional Directors within the zone and a representative of the Competitions committee who does not reside in the zone. The Championship Evaluation Committee will assess all proposals received and submit the top two candidates in each zone to the Board for final selection. Submit all proposals to [competitions@usawe.org](mailto:competitions@usawe.org); proposals will be forwarded to the respective Championship Evaluation Committee.

The policy and procedures do not say who selects the committee only who serves.  
So by the policy and procedures  
The regional directors within the zone is  
Karen Miller-on the bid-I'd recommend her anyway  
Rebecca Algar -but she is the potential judge can she represent?  
Competition committee member-...  
Thank you

Doreen

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eMail Vote

Full Board of Directors e-Vote Request Email sent 2/3/2023 11:30 am PST by Secretary Kris Blacklock

Enclosed is the **2023 Eastern Zone Championship Proposal** for BOD review. **Due to a full BOD Agenda for the regular meeting 2.8.2023 and NEWE needs to remit a security deposit to rent the facility, an e-Vote is needed ASAP!**

Please review the 2023 Eastern Zone Championship proposal (submitted by New England Working Equitation and reviewed by the Competitions Committee) and motion, then **reply back with your e-vote response (Approved, Opposed, Abstain, Recuse)**. The following BOD will need to reply back as 'Recuse' since each are listed in the proposal: Doreen Atkinson, Stephanie Hayes, Karen Miller, Rebecca Algar.

**Note:** 100% yes vote is required for motion to pass (per USAWE Bylaws).

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KRIS BLACKLOCK, SECRETARY moves; CHRIS STANKO, PRESIDENT seconds

**Motion:** Approve the 2023 Eastern Zone Championship Show proposal submitted by New England Working Equitation. Show to be held September 21-24, 2023 at the Diamond 7 Ranch and Arena in Dillsburg, PA.

Per Bylaws of Working Equitation (USAWE) > Article V > Section 14 Decisions by Mail or Email:

**SECTION 14. DECISIONS BY MAIL OR EMAIL** Any decision that the Board of Directors may make at a meeting may be made without a meeting if the decision can be made and approved by U.S. mail or electronic means via email or some other electronic method, by the affirmative vote of all of the members of the Board. A clearly stated motion must be sent to all of the Directors on the Board by U.S. mail, email or some other electronic means with clear instructions that this process requires 100% (one hundred percent) of the Directors to vote “yes” for the motion to pass. If the motion is sent by email or some other electronic method, then each Director must send their vote by that same method in reply, in which case no signature is necessary. Motions are adopted and effective on the date that all Directors in office have responded with an affirmative “yes” vote. If any Director votes “no,” abstains, or fails to vote, then the motion fails to pass. A printed record of each Director’s vote must be kept in the corporate records.

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e-Votes from Full Board of Directors (12 responses)

USAWE Secretary <secretary@usawe.org>

Fri, Feb 3, 1:31 PM (16 hours ago)

Approved 2/3/23, Kris Blacklock, Secretary

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*Kris Blacklock, USAWE Secretary*

Region 5 Director

Fri, Feb 3, 1:33 PM (16 hours ago)

Approve.

Becky Sherven  
Region 5 Director





**At Large Director 2**

Fri, Feb 3, 1:45 PM (16 hours ago)

Recuse.

--

*Stephanie Hayes  
USA Working Equitation  
At Large Director 2  
802-730-5400*

**Chris Stanko**

Fri, Feb 3, 1:46 PM (16 hours ago)

Approve!

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Chris Stanko  
USAWE President  
970-846-6129  
[www.USAWE.org](http://www.USAWE.org)

**USAWE Treasurer**

Fri, Feb 3, 1:53 PM (16 hours ago)

to Chris, At, Full, Region, me

Approve 2/3/23.

Erin O

--

Erin O'Shaughnessy  
USA Working Equitation  
Treasurer  
(360) 546-2424 h  
(360) 606-0217 c

**At Large Director 1**

Fri, Feb 3, 2:05 PM (16 hours ago)

to USAWE, Chris, At, Full, Region, me

I approve.  
2/3/2023

Trisha Kiefer-Reed  
At-Large Director 1  
USAWE



**Region 7 Director**

Fri, Feb 3, 2:11 PM (16 hours ago)

to Region, Chris, At, Full, me

Recuse  
Rebecca Algar region seven Director

Sent from my iPhone

**Region 6 Director**

Feb 3, 2023, 2:56 PM (15 hours ago)

to Region, At, Chris, Full, Region, me

Recuse  
Karen Miller  
Region 6 Director

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Karen Miller  
Region 6 Director  
301-606-6039

**Doreen Atkinson**

Fri, Feb 3, 4:18 PM (14 hours ago)

to Region, Region, At, Chris, Full, Region, me

I am judging  
Recused

**Region 1 Director**

Fri, Feb 3, 4:56 PM (13 hours ago)

to Doreen, At, Chris, Full, Region, Region, Region, me

I approve this motion  
--  
Heather Humelbaugh  
Region 1 Director

**Region 4 Director**

Fri, Feb 3, 8:57 PM (9 hours ago)

to Region, At, Chris, Doreen, Region, Region, Region, Full, me

I approve



**BOARD OF DIRECTORS DECISION BY EMAIL – FEBRUARY 3, 2023**



Kiki Pantaze  
RD4

----- Forwarded message -----

From: **Region 2 Director** <r2director@usawe.org>  
Date: Fri, Feb 3, 2023 at 9:50 PM  
Subject: Re: Reply ASAP! e-Vote - 2023 Eastern Zone Championship Proposal  
To: USAWE Secretary <secretary@usawe.org>  
Cc: Full Board of Directors Group <fullbodgroup@usawe.org>

I approve the 2023 Eastern Zone Championship Show bid.

Robin Bond  
R2Director

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All (12) Board of Director e-Votes received via email by 9:50 PM CST (7:50 PM PST) February 3, 2023