



**USAWE Board of Directors Meeting Minutes – 04.12.2023**



**Meeting Date:** Wednesday, April 12, 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:** 2<sup>nd</sup> Wednesday each month held virtually via Zoom

**Agenda:** Sent 4.26.2023 2:49 PM PST and posted to USAWE.org > Corporate > Records > Meeting Minutes and filed in USAWE G-Drive > Board of Directors (BOD) > Board Meetings folder by Secretary Kris Blacklock

**Minutes:** The 4.12.2023 Minutes were e-approved 4.16.2023 and posted to the USAWE.org > Corporate > Records > Meeting Minutes and filed in USAWE G-Drive > Board of Directors (BOD) folder.

**NEXT MEETING – May 10, 2023 via Zoom;** Agenda items due April 26 (14 days prior to meeting). Submit Agenda items using the online [Board Agenda Item Request Form](#)

<b>Board of Directors in attendance for all or part of the meeting:</b>		<b>Attendance at Roll Call</b>	
<b>Executive Committee</b>		<b>Present</b>	<b>Absent</b>
President	Chris Stanko	P	
President Elect	Doreen Atkinson	P	
Secretary	Kris Blacklock	P	
Treasurer	Erin O’Shaughnessy	P	
At Large Director 1	Robin Bond	P after Roll Call	
At Large Director 2	Stephanie Hayes	P	
<b>Regional Directors</b>			
R1 Director	Heather Humelbaugh	P	
R2 Director	Katie Franklin	P	
R3 Director	Linda Frazier		A
R4 Director	Kiki Pantaze	P after Roll Call	
R5 Director	Becky Sherven	P	
R6 Director	Karen Miller	P	
R7 Director	Rebecca Algar		A

Current # of Board members = 13 | 7 BOD members required for Quorum.

# BOD members in attendance at roll call = 9| Quorum was established.

[BOD Meeting Attendance Log](#) was updated.

<b>Non-voting USAWE Committee and Task Force Chairs in attendance for all or part of the meeting:</b>						
Affiliate Organizations	Kristine Strasburger	P		International Competition	Kellee Campbell	P
Awards	Bridgett Klingler	A		Licensed Officials (co-chairs)	Christy Reich	A
Coaches Network	Trisha Kiefer-Reed	A			Doreen Atkinson	P
Competitions	Jeanne Bond	P		Marketing	Karen Boso	P
Elections	Biddie Lowry	A		Membership	Kate Steffes	A
Ethics	Dan Dahlke	P		Rules	Jeanne Bond	P
Financial Oversight (co-chairs)	Leesa Nero	P		Website	Kristine Strasburger	P
	Brittany Flowers	A				
Horse Recording	Mindy Finelli	A		Youth Development	Kasey Riddle	P

Current # of Committee Chairs = 17; 10 Committee Chairs in attendance.

**USAWE Members in attendance for all or part of the meeting:** Leslie Martien (R3).

**Call to Order:** President Chris Stanko called the meeting to order at 5:03 PM Pacific Time.

**Minutes Approval:** 3.8.2023 Minutes were e-approved 3.11.2023 and posted to the USAWE.org > Corporate > Records > Elected Board Minutes and filed in USAWE G-Drive > Board of Directors (BOD)

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**FINANCIAL REPORT:** Treasurer Erin O’Shaughnessy posted USAWE financials and bank reconciliations to the G-Drive > Board of Directors > Financial Report folder and encouraged Board members to review them and contact the Treasurer via email with any questions.

February and March Financials and Bank Reconciliations have been uploaded to the G-Drive.

#### Financial Summary

US Bank Checking Account Current Balance (4/12/23)	\$34,633.18
(\$6,700 of this balance is restricted Youth funds)	
US Bank Secondary Checking Current Balance (4/12/23) \$	665.00
US Bank Savings Current Balance (4/12/23)	\$125,937.63
PayPal Account Current Balance (4/12/23)	\$ 16,919.05
Net Income Mar 23	\$4,305.08
Net Income YTD (Jan)	\$9,317.61
Previous Year (2022) Net Income	\$47,661.21

Comments: Income was Membership dues/horse recording, Seminar Registration Fees and show licensing fees. License Official income was one application for L judge and TD process. The Other Ordinary Income is the cash back from our PayPal Debit card. Advertising Income is banner income for requests over the free banner provided.

Expenses were regular Google suites fees Mail chimp, PayPal processing fees. Advertising and marketing were banner orders. Insurance was paid.

Further notes: All the Zone show grants and youth scholarship reimbursements for entries have been paid for 2022.

#### OLD BUSINESS

- **Licensed Officials Insurance** - *President Chris Stanko*

#### **MOTION BY CHRIS STANKO, PRESIDENT; SECOND BY KRIS BLACKLOCK, SECRETARY**

**Motion:** Authorize President Chris Stanko to bind insurance for USAWE Licensed Officials (Judges and Technical Delegates) for an amount of \$75 per accredited Judges and Technical Delegates for the year with the goal of obtaining the most coverage for our money. Try to secure at least \$1 million incident insurance coverage per occurrence and \$2 million aggregate.

→ **Motion passed by voice vote with 11 in favor, 0 opposed, 0 abstained, 0 recused, 2 absent.**

#### **MOTION BY KRIS BLACKLOCK, SECRETARY; SECOND BY CHRIS STANKO, PRESIDENT**

**Motion:** Authorize \$300 accidental insurance for USAWE Licensed Officials (Judges and Technical Delegates).

→ **Motion passed by voice vote with 11 in favor, 0 opposed, 0 abstained, 0 recused, 2 absent.**

**MOTION BY KRIS BLACKLOCK, SECRETARY; SECOND BY CHRIS STANKO, PRESIDENT**

**Motion:** Starting 2024, USAWE Licensed Officials (Judges and Technical Delegates) will pay USAWE \$25 for a year's insurance for officiating licensed shows.

→ **Motion passed by voice vote with 11 in favor, 0 opposed, 0 abstained, 0 recused, 2 absent.**

**NEW BUSINESS**

● **Committee Appointment - Youth Development – Chair, Kasey Riddle**

*Rationale:* Appoint committee members interested in developing youth opportunities.

**MOTION BY KRIS BLACKLOCK, SECRETARY; SECOND BY DOREEN ATKINSON, PRESIDENT ELECT**

**Motion:** Appoint Alyx West (R6-VT), Judy MacKenzie (R2-AZ) and Hilarie Zarazau (R5-MI), as Youth Development committee members, effective immediately.

→ **Motion passed by voice vote with 11 in favor, 0 opposed, 0 abstained, 0 recused, 2 absent.**

● **Committee Request - Youth Development Fund – Chair, Kasey Riddle**

*Rationale:* There is currently a designated zone championship scholarship fund for qualified youth riders to attend Zone Championships. This fund is strictly for zone championships as designated by the donor. However, there is no current funding available for youth members to develop skills to be successful in Working Equitation. A '**Youth Development Fund**' would be designated to help youth members to attend clinics, seminars as well as just a general fund for use with no specific designation to help develop these young riders. This fund will be made and grow through annual budget, donations and fundraising efforts. More specifics for youth application, amount and approval will be developed later.

Erin O'Shaughnessy, Treasurer and Kristine Strasburger, Website Chair reviewed this proposal to prepare for QuickBooks accounting and to ensure website donation functionality.

**MOTION BY KRIS BLACKLOCK, SECRETARY; SECOND BY CHRIS STANKO, PRESIDENT**

**Motion:** Establish a **Youth Development Fund** which will be overseen by the Youth Development Committee to promote and support young rider education, youth competition, youth championship show opportunities, and other activities that support youth within Working Equitation.

→ **Motion passed by voice vote with 11 in favor, 0 opposed, 0 abstained, 0 recused, 2 absent.**

**MOTION BY KRIS BLACKLOCK, SECRETARY; SECOND BY DOREEN ATKINSON, PRESIDENT ELECT**

**Motion:** Amend the 2/8/23 motion "Introduce a "Donate to the Youth Championship Show Scholarship Fund" button on the USAWE website." to read "Authorize the Youth Development Committee to solicit donations to the **Youth Development Fund** via the USAWE website, USAWE newsletter, direct marketing, advertising, Social Media, at events and in person."

→ **Motion passed by voice vote with 11 in favor, 0 opposed, 0 abstained, 0 recused, 2 absent.**

● **Youth Championship Show Scholarship Documentation – Secretary Kris Blacklock**

A *Youth Championship Show Scholarship Documentation* form was created and outlines what's required to track scholarship recipient show entry fee reimbursements for annual non-profit 501(c)3 federal tax return and corporate record retention. Corporate recordkeeping; no motion required.

- **Competitions - GIRA License – Annual Renewal – Chair, Jeanne Bond**

*Rationale:* GIRA.io software is used to score and place practice, schooling and licensed working equitation shows and rank regional and national leaderboards. Expenditure is subject to/pending obtaining a written agreement from GIRA Developer Jose Bacelar Lourenco and asking for his back up protocol/person.

**MOTION BY KRIS BLACKLOCK, SECRETARY; SECOND BY ROBIN BOND, AT-LARGE DIRECTOR 1**

**Motion:** Approve \$5,000 GIRA.io annual license.

→ **Motion passed by voice vote with 11 in favor, 0 opposed, 0 abstained, 0 recused, 2 absent.**

- **International Competition Task Force – Travel Grants Proposal – Kelle Campbell**

*Rationale:* The International Competition Task Force (ICTF) has been tasked to evaluate upper-level riders for future international competitions- with their own horses or on borrowed horses. These travel grants are intended to help to offset the significant costs associated with attending an observation or selection competition or clinic. The travel grant funds would help and encourage upper-level riders to attend the competitions for evaluation. The ICTF has and will identify a select group of competitions around the US where riders can be evaluated in competition settings.

For example, travel grant funds would be used by eligible riders to attend the WE Competition in Woodstock, IL June. 17-18, 2023 with honorable Jose Benito WAVE Judge (Spain). Riders must apply and be competing on a L5-L7 horse.

**Proposed Travel Grants**

\$0	0-200 miles, one way
\$350	201-800 miles, one way
\$600	801-1,200 miles, one way, 1 night hotel
\$875	1,201- 1400+ miles, one way, 2 nights hotel

**MOTION BY DOREEN ATKINSON, PRESIDENT ELECT; SECOND BY KRIS BLACKLOCK, SECRETARY**

**Motion:** Approve an annual Travel Funds Grant as laid out in the attached table, for upper levels riders of L5-L7, who have indicated interest in USAWE Team observational and selection events. Approved riders would be eligible for one travel grant per year. Funds to be capped at \$5,500 for 2023.

\$0	0-200 miles, one way
\$350	201-800 miles, one way
\$600	801-1,200 miles, one way, 1 night hotel
\$875	1201- 1400+ miles, one way, 2 nights hotel

→ **Motion passed by voice vote with 11 in favor, 0 opposed, 0 abstained, 0 recused, 2 absent.**

- **International Competition Task Force – Name Change – Chair, Kelle Campbell**

*Rationale:* The International Competition Task Force (ICTF), organized 7/13/2022, is now functioning as a committee tasked with organizing international educational opportunities, clinics, seminars, competitions and rider-horse readiness. It's time to change the name from 'International Competition Task Force' to 'International Committee'.

**MOTION BY DOREEN ATKINSON, PRESIDENT ELECT; SECOND BY KRIS BLACKLOCK, SECRETARY**

**Motion:** Amend the 7/13/2022 motion "Approve the purpose and task description for an International Competition Task Force, titled USAWE International Task Force (version 2); and approve formation of the task force." to read: **Approve the formation of and purpose and task description for an International Committee. Competition Task Force, titled USAWE International Task Force (version 2); and approve formation of the task force."**

→ **Motion passed by voice vote with 11 in favor, 0 opposed, 0 abstained, 0 recused, 2 absent.**

**DISCIPLINARY ACTION**

○ **Disciplinary Action - Affiliate Organizations - Kristine Strasburger**

*Rationale:* Affiliate Organizations were not originally included in the requirements to agree to abide by the Social Media Policy and Community Code. They are acting as representatives for USAWE, and need to have this requirement established as a point of policy in order for USAWE to have the ability to take disciplinary action against an AO if needed.

**MOTION BY KRIS BLACKLOCK, SECRETARY; SECOND BY KIKI PANTAZE, REGION 4 DIRECTOR**

**Motion:** Adopt the following Social Media Policy for USAWE Affiliate Organizations, effective immediately and applied to all existing Affiliate Organizations through notification and a 30 day opt-out period; USAWE granting a refund of paid 2023 dues if the Affiliate Organization elects to opt out within the 30 day period.

→ **Motion passed by voice vote with 11 in favor, 0 opposed, 0 abstained, 0 recused, 2 absent.**

○ **Disciplinary Action – Coaches Network – Trisha Kiefer-Reed**

*Rationale:* Coaches Network has a plan in place.

○ **Disciplinary Action - BOD Appointee – Chris Stanko**

*Rationale:* BOD appointees annually acknowledge Code of Conduct, Conflict of Interest and Social Media Policy and violations are handled by the Ethics Committee; however, there is currently no formal process for disciplinary action for BOD appointees in the event they are not fulfilling their respective appointed position.

**New Forms:** *Disciplinary Action – BOD Appointee* and *Disciplinary Action – BOD Appointee - Appeal*.

**CORPORATE BUSINESS**

● **2022 Tax Return 990 – Treasurer Erin O’Shaughnessy & Financial Oversight Leesa Nero & Brittney Flowers**

**MOTION BY KRIS BLACKLOCK, SECRETARY; SECOND BY ROBIN BOND, AT-LARGE DIRECTOR 1**

**Motion:** Approve an expense, not to exceed \$1,500 for preparing the organization's annual tax returns.

→ **Motion passed by voice vote with 11 in favor, 0 opposed, 0 abstained, 0 recused, 2 absent.**

● **[Board Agenda Item Request Form](#) - Secretary, Kris Blacklock**

*Rationale:* In an effort to work smarter, not harder, a new Agenda Item Request process has been implemented (effective 4/12/2023) which will...

- significantly reduce and streamline the Secretary and Executive Committee’s workload,
- ensure Agenda and Supporting Items are not 'lost' in the myriad of emails received daily, and
- allow the Executive Committee to review agenda items proposed on a shareable and trackable worksheet
- reduce the amount of email (reduces additional email correspondence back/forth).

**Effective 4.12.2023**, all agenda items for board consideration shall be submitted using an online Google Form located on the [usawe.org](http://usawe.org) website > Corporate > Records > [Board Agenda Item Request Form](#). This new process may want to be considered by Committees that have documentation emailed to them currently as it offers the option to upload supporting documentation to the corporate G-Drive (something the Coaches Network, Ethics, Breed Registry, LOC and other committees that request documentation can utilize in their Google Forms).

Officers, Directors and Committee Chairs will use the new *Board Agenda Item Request Form* to submit agenda items for board consideration. Individual Members are asked to contact their [Regional or At-Large Director](#) to request Agenda Item submission. The Board welcomes requests, proposals and recommendations submitted through Committee Chairs, Regional Directors and Officers, so we can better serve our members' and organization’s needs.

- **June 14 BOD Meeting – Date Change** - Change meeting date due to LOC EOH Seminar June 15-18 – All Board decided no meeting in June. USAWE Calendar updated to remove June 14 BOD meeting.

- **World Association of Working Equitation (WAVE) - President Chris Stanko**

*Rationale:* Pay USA Working Equitation WAVE annual fee.

**MOTION BY CHRIS STANKO, PRESIDENT; SECOND BY KRIS BLACKLOCK, SECRETARY**

**Motion:** Approve \$500 USA Working Equitation annual fee to World Association of Working Equitation (WAVE).

→ **Motion passed by voice vote with 11 in favor, 0 opposed, 0 abstained, 0 recused, 2 absent.**

- **Championships: Regional vs. Zone vs. National - President Chris Stanko**

Discussion on holding a National Championship to prepare for 2026 WAVE World Championship. Be prepared to share pros/cons at next BOD meeting.

- **Membership Community Code and Code of Conduct - Secretary, Kris Blacklock**

#### USAWE COMMUNITY CODE

USA Working Equitation (USAWE) is dedicated to good horsemanship and committed to fostering camaraderie and good sportsmanship in all our events. To that end, we ask all of our members to:

- Make decisions, in training and competition, with the welfare of your horse foremost in your mind.
- Support others; encourage those new to the sport and actively seek ways to help them learn.
- Be considerate of those contributing their time to put on events: be courteous to officials, organizers, staff, and volunteers.
- Be honest in your dealings with others and demonstrate personal integrity in your words and deeds.
- Volunteer whenever you are able. By donating your time at local events or in service to the national organization, you are helping to grow this sport.

**Rationale:** Add the USAWE Community Code (currently on the website) to the membership request form. It's posted on the website; however, not currently included in the membership request form.

**KRIS BLACKLOCK, SECRETARY; SECOND BY KIKI PANTAZE, REGION 4 DIRECTOR**

**Motion:** Add the USAWE Community Code to the membership request form, starting with 2024 membership requests.

→ **Motion passed by voice vote with 11 in favor, 0 opposed, 0 abstained, 0 recused, 2 absent.**

#### ANNOUNCEMENTS

None

#### ITEMS TO CONSIDER FOR NEXT MEETING

Championships – Regional vs. Zone vs. National

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**President Chis Stanko adjourned the meeting at 6:33 PM, Pacific Time.**

Minutes submitted by Kris Blacklock, USAWE Secretary