



USAWE Executive Session Meeting Minutes



Meeting Date: Wednesday, July 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: As needed; held virtually via Zoom

Agenda emailed and posted on usawe.org 7.10.2023 by Secretary Kris Blacklock

Minutes: The 6.28.2023 Executive Session Meeting minutes were e-approved 7.2.2023 by the BOD and posted to the USAWE.org > Corporate > Records > Meeting Minutes and filed in USAWE G-Drive > Board of Directors > Executive Sessions

Board of Directors (BOD)		Attendance at Roll Call	
Executive Committee		Present	Absent
President	Chris Stanko	P after roll	
President Elect	Doreen Atkinson	P	
Secretary	Kris Blacklock	P	
Treasurer	Leesa Nero	P	
At Large Director 1	Robin Bond	P	
At Large Director 2	Stephanie Hayes	P	
Regional Directors			
R1 Director	Heather Humelbaugh	P	
R2 Director	Katie Franklin	P after roll	
R3 Director	Linda Frazier		A
R4 Director	Kiki Pantaze	P	
R5 Director	Becky Sherven	P	
R6 Director	Karen Miller	P	
R7 Director	Rebecca Algar	P	
Guest(s)			
Committee Chairs	Affiliate Organizations – Kristine Strasburger	P	
	Awards – Bridgett Klingler	P	
	Coaches Network - Trisha Kiefer-Reed	P after roll	
	Competitions – Kimberly Hillyer	P	
	Ethics – Dan Dahlke	P	
	Elections – Biddie Lowry		A (excused)
	Financial Oversight – Brittney Flowers	P	
	Horse Recording – Mindy Finelli		A
	International – Kellee Campbell		A
	Licensed Officials – Christy Reich	P	
	Licensed Officials – Doreen Atkinson	P	
	Marketing and Promotion – Amie Perryman	P	
	Membership – Kate Steffes	P after roll	
	Rules – Jeanne Bond	P	
	Website – Kristine Strasburger	P	
Youth Development – Kasey Riddle	P after roll		

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

BOD members in attendance at roll call = 12 | Quorum was established.

Guests = 16 | 14 Chairs in attendance

Additional Committee Members in attendance: Julie Alonzo, Lidia Taylor

Call to Order: President Elect Doreen Atkinson called the meeting to order at 5:04 PM Pacific Time.



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BUSINESS

- Treasurer Transition Update – Newly appointed Treasurer, Leesa Nero is working with previous Treasurer Erin O’Shaughnessy on transitioning bookkeeping and working with President Stanko in obtaining access to bank accounts.
- 2023 Budget – appreciation to Kris Blacklock, Secretary and Leesa Nero, Treasurer in gathering historic data, itemizing committee expenses to date and creating a draft budget based on actual income/expense plus proposed committee requested budgets. This extensive work provided the board and committee chairs with a ‘big picture’ view of the organization’s financial fitness.

This Executive Session meeting intent was to track income/expenses based on history; review the income and expenditures on the excel spreadsheet. Data will then be uploaded and tracked in QuickBooks.

 - Annual vs. Actual – draft budget based on historical income/expense and actual income/expense provided by committee chairs/members.
 - Excel vs. QuickBooks – will transition spreadsheet to QuickBooks
 - Budget Review – Treasurer Leesa Nero walked through the Draft 2023 USAWE Budget vs. Actual figures
 - Q&A - held after budget review
- Financial Reporting – Treasurer asked what information was needed by the Executive Committee and Committee Chairs to monitor organizations’ financial status. It was recommended financial reporting be broken out by corporate and specific committee income/expense.
- Chart of Accounts Categories (Pros and Cons) – Committee chairs to provide treasurer with a list of income/expense classifications by committees (profit/loss) via an email to Treasurer@usawe.org
- Expenditures for remaining 6 months in 2023 (approved and proposed) and projected for 2024 – Committee chairs asked to review budget/expenditures to see where to cut back in 2023
- Income for remaining 6 months in 2023 and projected for 2024 – Committee chairs to identify income revenue for 2023 and 2024

Budget Planning Options:

- Base committee expenses on a value proposition budget
- Identify ‘What are the goals of our mission statement?’ Then, ‘How do we fund those goals?’

Stephanie Hayes left the meeting at 7:57 pm Central

ITEMS TO CONSIDER FOR JULY 19 BOARD OF DIRECTORS MEETING

Committee Chairs to revisit 2023 Committee Budgets (approved and pending) to determine realistic expenses and possible income generating revenue for the remainder of the year.

Please submit budget revisions to Treasurer@usawe.org by Saturday July 15, 2023 so the Treasurer can prepare a 2023 budget for board review/approval on July 19, 2023.

2024 Committee Budgets and any new/changes to income generating revenue will be requested and reviewed/decided later this fall.

President Chris Stanko adjourned the meeting at 6:23 PM, Pacific Time.

Minutes submitted by Kris Blacklock, USAWE Secretary