



USAWE Committees Working Meeting Minutes



Meeting Date: Wednesday, August 23, 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 8.14.23 and posted to USAWE.org > Corporate > Records > Meeting Minutes and filed in USAWE G-Drive > Committees folder by Secretary Kris Blacklock

Minutes: The 8.23.2023 Minutes were e-approved 8.26.2023 and posted to the USAWE.org > Corporate > Records > Meeting Minutes and filed in USAWE G-Drive > Committees

NEXT MEETING: September 27, 2023

USAWE's 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 Excused A
Awards	Bridgett Klingler Excused A			Licensed Officials (co-chairs)	Christy Reich P
Bylaws	Starting after completion of policy reviews	--			Doreen Atkinson P
Coaches Network	Trisha Kiefer-Reed	A		Marketing and Promotion	Amie Perryman P
Competitions	Kimberly Hillyer	P		Membership	Kate Steffes A
Elections	Biddie Lowry	P		Quality Assurance	Lidia Taylor P
Ethics	Dan Dahlke	P		Rules	Jeanne Bond P
Financial Oversight	Brittney Flowers	P		Website	Kristine Strasburger P
Horse Recording	Mindy Finelli	P		Youth Development	Kasey Riddle Excused A
Board of Directors (BOD)			Regional Directors		
Executive Committee				Regional Director 1	Heather Humelbaugh P
President	Chris Stanko Excused A			Regional Director 2	Katie Franklin P
President Elect	Doreen Atkinson P			Regional Director 3	Linda Frazier P
Secretary	Kris Blacklock P			Regional Director 4	Kiki Pantaze P
Treasurer	Leesa Nero P			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 # Chairs = 17 | 12 Chairs in attendance | Current # Board of Directors = 13 | 12 BOD in attendance.

Excused = notified Secretary and President Elect in advance committee chair, task force lead or director was unable to attend the meeting.

USAWE Members in attendance for all or part of the meeting: Leslie Martien (R3); Julie Alonzo (R1)

President Elect Doreen Atkinson called the meeting to order at 5:00 PM Pacific time.

CORPORATE

POLICY UPDATE – COMMITTEE INVOICES – Secretary Kris Blacklock shared 1109 unpaid PayPal invoices (invoiced 2022 and 2021) were discovered, researched and resolved. To prevent this from occurring going forward, each committee's policy will be updated to include the following committee responsibilities based on (2) USA Working Equitation corporate policies:

3.4 Secretary > g. Invoices, documents invoiced payments (amount invoiced, date invoiced, date paid, and payment remitter), remits payments, and files forms for authorized expenditures, reimbursements, and refunds.

3.5 Treasurer > b. Maintains accurate financial records: (1) Reconciles all bank accounts and PayPal accounts monthly or oversees this work if contracted out to an outside bookkeeper.

Committee Responsibilities

Requests the secretary to invoice fees due.

Ensures committee requested invoices are documented on the committee's corporate G-Drive tracking log (amount invoiced, invoice#, date invoiced, date paid, and payment remitter) followed up to ensure payment is received and invoice is paid in full within 30 days of issuance.

List of committees tracking logs

Committee Tracking Logs			
	Committee	Spreadsheet	G-Drive File Location
1	Affiliate Organization	AO Payment Tracking-Master Working Copy <i>see AO Chair</i>	Affiliate Organization
2	Awards	Awards Invoicing Worksheet	Awards
3		High Point Breed Award Sponsorship Form (Responses)	
4	Coaches Network	Approved Coach Listing Form (Responses)	Coaches Network
5	Horse Recording	Horse Recording Form (Responses)	Horse Recording
6	International	USAWE Travel Grant Application (Responses)	International
7	Licensed Officials	LOC Fee Processing Request Form (Responses)	LOC
8		LOC Event Registration Form (Responses) <i>different response form per event</i>	
9	Marketing	USAWE Banner Order Form (Responses)	Marketing and Promotion
10		USAWE Banners for Members Grant Application Form (Responses)	
11		USAWE Working Equitation Trade Show Grant Application Form (Responses)	
12	Membership	YYYY Individual Membership (Responses)	Membership
13	Youth Development	USAWE Youth Championship Scholarship Form (Responses)	Youth Development
14		USAWE Youth Educational Grant Application Form (Responses)	

COMMITTEE BUDGET – FINANCIAL REPORTING – Classes ~or~ Chart of Accounts Committee chairs indicated their preferred coding for their committee’s budget financial reporting to Treasurer Leesa Nero. Revised Chart of Accounts sent 8/23/23; Leesa met with Kristine Strasburger and Kris Blacklock on PayPal and QuickBooks coding changes for financial reporting.

If you have questions, committee chairs were asked to meet with Leesa via zoom or correspond via email (treasurer@usawe.org) to understand the difference in Classes vs Chart of Accounts and what is best for committee income and/or expenses.

COMMITTEE BUDGET – FINANCIAL REPORTING (Chart of Accounts or Classes)			
Affiliate Organizations	Classes/CA	International Competition	Classes/CA
Awards	Classes/CA	Licensed Officials	Classes/CA
Bylaws	No budget	Marketing and Promotion	Classes/CA
Coaches Network	Classes/CA	Membership	Classes/CA
Competitions	Classes/CA	Quality Assurance	No budget
Elections	Classes/CA	Rules	No budget
Ethics	No budget	Website	Classes/CA
Financial Oversight	No budget	Youth Development	Classes/CA
Horse Recording	Classes/CA		

COMMITTEE INCOME REVENUE CHANGES- Committee chairs indicated if committee changing fees starting in 2024.

COMMITTEE INCOME REVENUE CHANGES (Change or No Change)			
Affiliate Organizations	Possible Chg.	International Competition	Yes, changes
Awards	Possible Chg.	Licensed Officials	Yes, changes
Bylaws	N/A	Marketing and Promotion	No change
Coaches Network	No change	Membership	Yes, change
Competitions	N/A	Quality Assurance	N/A
Elections	N/A	Rules	N/A
Ethics	N/A	Website	Yes, change
Financial Oversight	N/A	Youth Development	Yes, change
Horse Recording	Yes, change		



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If any committee is proposing implementing or changing fees (dues), please submit a Rationale and Motion for the change using the online [Board Agenda Item Request Form](#) located on the usawe.org website > Corporate > Records page. All BOD agenda topics due August 30 for the Sept 13 BOD meeting.

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

AFFILIATE ORGANIZATIONS (AO) – Kristine Strasburger reported no new AOs, held AO quarterly meeting in July. Amy Star will be guest presenter in the fall AO quarterly meeting.

AWARDS – Bridgett Klingler absent. Julie Alonzo reported the committee is holding steady. Shared regional and national awards. Plan to recognize Regional Leaderboard top 2 in each region and recognize as Regional Leaderboard Champion and Reserve in each division.

COACHES NETWORK – Trisha Kiefer Reed absent; Julie Alonzo reported three new coaches added; three renewal coaches in process. Need coaches in Region 4. Coaches Committee is meeting Aug 28 to review renewal requirements and continuing education credits; no new coaches in the pipeline. Asked to review policies of renewal non-payment.

COMPETITIONS – Kim Hillyer reported that the committee is hoping to launch a show manager guide book soon. Receiving 2024 licensed show requests.

ELECTIONS – Biddie Lowry reported Elections are about to be started; targeted email with link to be distributed Sept 1 to 950 U.S. adult members.

ETHICS – Dan Dahlke reported no activity.

FINANCIAL OVERSIGHT – Brittney Flowers will be meeting with committee members after the new Treasurer is settled into the role. Jeanne Bond needs input from FOC for policy review ASAP.

HORSE RECORDINGS – Name

INTERNATIONAL COMPETITION TASK FORCE – Kellee Campbell absent. Doreen Atkinson reported in 2024 there will be intensive L4-L7 training (with loaner horses who are unable to haul) in Texas, California and location in the East Coast. Specific information will be distributed as soon as sessions are finalized.

It would be wonderful if the International Committee could please publish a written plan for how you're planning to help support the development of upper-level riders. It's important that people who didn't respond to the one-time survey sent out to indicate interest in international competition have the opportunity to know about plans.

Also, it would be REALLY helpful to have some written criteria for what the plan is for selecting members to represent the US internationally. International committee has this information 'in process' and will communicate as soon as it is finalized.

International riders must be qualified no older than (7) months prior to a world championship (i.e., qualifying ride between Jan-July 2026 for the 2026 world championship).

LICENSED OFFICIALS (LOC) – Christy Reich reported the LOC has an inter-committee process – a yellow card system to handle a competitor behavior issue. If you have thoughts or concerns (pros and cons) or experience with it to reach out to Christy Reich at loc@usawe.org Need to develop a tool to handle 'in the moment' competition issues. USAWE invited each country to consider sending senior judges to a judges training program Sept 14-16, 2023 in Spain. USAWE will be represented by Doreen Atkinson, Nicole Chastain Price, and Polly Limond.

MARKETING AND PROMOTION – Amie Perryman reported working on updating committee policies and procedures. Met contracted threshold with Dressage Illustrated and the organization will be receiving income revenue. Currently beta testing test reader audio app for each of the new dressage tests (L1-L6). Very close to sharing new store USAWE branded promotional items. Have new committee members in the wings and will be submitting names to the board for committee appointment. I am hoping we can include a coupon for say, \$10 on our swag store for members renewing or new members with the increased fees. Some kind of incentive/appreciation to offer when we increase prices.... more details to come!!

MEMBERSHIP – Kate Steffes absent.

QUALITY ASSURANCE – A description of the Quality Assurance task force was included in the August 2023 newsletter. Lidia Taylor reported the task force sent BOD approved GIRA feedback eBlast and survey on Aug 11. Survey responses are due Sept



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15; then a GIRA assessment survey will be linked on the Competitions page of the website. First phase of GIRA internal audit is in process. Results of both survey and audit will be shared as soon as each is completed. A GIRA issue was discovered early June with the 2023 Dressage tests not calculating the collective marks correctly used to break ties (a collective mark was added to movements). 30 plus licensed shows held Jan – mid June. Audit team tasked with making sure that our scoring system (Gira.io) customized for USAWE, is working optimally and accurately for our members. Initial assessment started with a questionnaire sent August 11 to show organizers, scorers and licensed officials, asking for feedback (any difficulties you may have experienced, what works well, suggestions for improvements or enhanced functionality).

RULES – Jeanne Bond reminded everyone that rule change proposals are due August 31 (using the online rule change proposal request form). The Rules Committee is ready to start rule change proposal reviews on Sept 1.

WEBSITE – Kristine Strasburger reported changing the newsletter format to a PDF (reducing the number of clicks), several committee chairs expressed they like the newsletter changes. Also reported youth and organization non-profit charitable donation buttons were posted on several different pages on the website.

YOUTH DEVELOPMENT – Kasey Riddle (excused), absent, provided the following update prior to the meeting and Secretary Kris Blacklock sent it to all committee chairs and the full board of directors via email *“The Youth Committee just presented for review our policies and procedures and they were accepted. We are continuing to accept scholarship applications until the 1st of September. PLEASE PLEASE contribute a logo idea for the youth club. It can be hand drawn but designed to be drawn into an electronic format so we can use (i.e., on lapel pins, shirts, awards etc.). We need entries please, due Sept 1! My budget and comments for youth were submitted to Leesa. Motion for \$45 membership dues for youth has been made starting with the 2024 membership year. YDC is working with the following committees: Membership, Awards, Rules, Competitions, and GIRA Administrator to handle youth ages and categories for 2024 year.”*

Jeanne Bond, lead with the Policy and Procedure Review project reported committee policy reviews are in process; most helpful is each committee’s policy defines what committee is authorized and what requires BOD approval.

Robin Bond expressed appreciation to the Committees Working Session meetings, committee chairs/members and the opportunity to network.

President Elect Doreen Atkinson adjourned the meeting at 6:12 PM Pacific Time.

Minutes submitted by Kris Blacklock, USAWE Secretary