



## USAWE Board of Directors Meeting Minutes



**Meeting Date:** Wednesday, August 9, 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 8.5.2023 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 8.9.2023 Minutes were e-approved 8.12.2023 and posted to the USAWE.org > Corporate > Records > Meeting Minutes and filed in USAWE G-Drive > Board of Directors (BOD) folder

**NEXT MEETING – September 13, 2023.** Agenda items due August 30, 2023 (14 days prior to meeting) using the online [Board Agenda Item Request Form](#) located on the usawe.org website > Corporate > Records page

Board of Directors in attendance for all or part of the meeting:		Attendance at Roll Call	
Executive Committee		Present	Absent
President	Chris Stanko	P	
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	
R3 Director	Linda Frazier	P	
R4 Director	Kiki Pantaze	P	
R5 Director	Becky Sherven	P	
R6 Director	Karen Miller	P	
R7 Director	Rebecca Algar	P	

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

# BOD members in attendance at roll call = 13 | Quorum was established.

BOD Meeting Attendance Log was updated.

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

Current # of Committee Chairs = 16; 10 Committee Chairs in attendance.

**USAWE Members in attendance for all or part of the meeting:** Nicole Chastain Price (R2-CA), Sara Barnwel (R5-MI), Sammi Korinek (R5-MN), Pat Melton (R7-NC), Maria Blackstone (R7-TN), Tracey Erway (R1-OR), Leslie Martien (R3-CO), Karen Boso (R5-IL).

**Call to Order:** President Chris Stanko called the meeting to order at 5:00 PM Pacific Time.

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**FINANCIAL REPORT:** Treasurer Leesa Nero reviewed 2023 Budget, income and expenses (thru August 3, 2023). An additional \$13,000 expense from LOC EOH seminar was expended August 8. A Money Market account was opened to garner greater interest income.



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### OLD BUSINESS

**BUDGET - WAYS TO INCREASE INCOME REVENUE TO SUPPORT COMMITTEE PROGRAMS** - Treasurer Leesa Nero and President Chris Stanko asked committee chairs to bring ideas to the August 23 Committees Working Session meeting. All proposed income increase proposals due Aug 23 for the September 13 BOD meeting discussion/approval. Also notify [Treasurer@usawe.org](mailto:Treasurer@usawe.org) if your committee will have an annual budget and how you want income/expenses displayed in QuickBooks (classes or chart of accounts).

**AWARDS – LEADERBOARD AWARDS QUESTIONNAIRE** – Kris Blacklock shared (for Bridgett Klingler, Awards committee chair who had zoom meeting connection issues) that a recap of the *2023 Leaderboard Awards Feedback* survey conducted July 5-31, 2023 survey results was posted to USAWE FB page and usawe.org website > Competitions > Leaderboards and an article will be included in the August newsletter.

A '2023 Leaderboard Awards Feedback' eBlast was sent July 5 that included an online questionnaire to obtain feedback on desirable 2023 Leaderboard Awards. 975 recipients, 116 respondents, 11.89% response rate

- Currently, USAWE rewards the Top 2 year-end National Leaderboard horse-rider pairs (in each division and performance level) with an embroidered apparel item - choice of Jacket, Vest or Hoodie/Sweatshirt.
- Currently, Regional Top 3 horse-rider pairs in each region (Region 1 - Region 7) within each division and performance level, receive an embroidered USAWE logo patch/applique for the year-end award. In 2022, the Top 2 Regional horse-rider pairs in each region also received a First and Second place rosette ribbon.

### POLICIES - CORPORATE OFFICERS AND DIRECTORS - SECRETARY

The newly drafted corporate policy **3.4 Secretary > Item t.** was derived from the existing by-laws (Article XIV, Section 6) "*The President, President Elect or Secretary shall notify the sender and acknowledge receipt of the reported violation or suspected violation within 5 (five) business days*" and edit (listed below) was provisionally approved by the board to be included in Secretary, President Elect and President responsibilities.

**Approved edit: t.** Acknowledges receipt of reported or suspect violations **within (5) business days**; maintains confidentiality and ensures reports are promptly investigated.

### POLICIES - CORPORATE OFFICERS AND DIRECTORS - REGIONAL DIRECTORS

Kiki Pantaze requested the newly drafted corporate policy **3.7 Regional Directors** addresses Regional Directors assisting with championship shows. The edit (listed below) was provisionally approved by the board to be added to the Regional Directors policy.

**Approved edit:** Encouraged to participate in planning and promoting championship shows hosted within their region.

Nicole Chastain Price and Tracey Erway joined the meeting at 5:23 PM

### GIRA.io ENHANCEMENTS

*In follow-up to 6.28.2023 BOD meeting, a list of GIRA.io issues emailed to the Competitions Committee Chair and USAWE GIRA Administrator 6/28/23 and USAWE GIRA Administrator response received 7/20/23*

**GIRA.io SCORESHEETS** – Score sheets must contain the same information and formatting as stipulated within the U.S. Rules for Working Equitation L1-L6 and WAVE regulations for L7. Currently the GIRA.io generated score sheets are not: Dressage and EOH score sheets are missing Subtotals for Movements and Subtotals for Collective Marks.

### PREVIOUSLY APPROVED BY THE BOD 6/28/23:

**Motion:** Instruct the Competitions Committee Chair, USAWE GIRA administrator and GIRA developer to ensure GIRA.io generated USAWE Dressage and Ease of Handling score sheets are formatted to include the same information as stipulated within the U.S. Rules for Working Equitation L1-L6 and WAVE International Working Equitation Regulations for L7.

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



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In follow-up to the 6/28/23 BOD approved motion, the following costs were communicated from José Bacelar (Portugal), GIRA.io developer, via email to Julie Alonzo, USAWE Competitions Committee's GIRA Administrator

GIRA.io Enhancement Request	Who Benefits?	Cost	Priority L-M-H	Board Decision
1. <b>Dressage Tests:</b> USAWE L1-L6 Dressage Tests - add test purpose (provided each test does not exceed 2 pages). Note: L7 is defined by WAVE	USAWE	\$250	M	Not approved
2. <b>Dressage and EOH Tests:</b> add missing Subtotal Movements and Subtotal Collective Marks.	All GIRA users	\$200 s/b No Charge	H	Approved
3. <b>Dressage Test Evaluation:</b> clearly separate out Movements from Collective Marks within the online manual scoring function. Numeric Movement; Alpha Collective Marks (just like EOH format)	All GIRA users	\$0 s/b No Charge	H	Approved
4. <b>Speed Evaluation:</b> add Additional Penalties to allow general penalties (just like Dressage and EOH offers).	All GIRA users	\$200 s/b No Charge	H	Approved
5a. <b>Evaluations:</b> update GIRA generated Dressage and EOH tests used for judging; download file to include 'Trial - Judge'; currently it exports as generic 'Protocol'.	All GIRA users	\$0 s/b No Charge	H	Approved
5b. <b>Show Results:</b> update Excel file name to include 'License# - Show Name' to systematically name each show's File Results to easily identify each show for show organizer, results and awards committee; currently it exports as generic 'Results'. USAWE show results need to include show# and name.	USAWE	\$0 s/b No Charge	H	Approved

**KRIS BLACKLOCK, SECRETARY; SECOND BY HEATHER HUMELBAUGH, R1 DIRECTOR**

**Motion:** Allocate up to \$400 for 2023 USAWE GIRA.io software enhancements.

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

**REGIONAL VS ZONE CHAMPIONSHIPS** - The Board continued discussion from the July 19, 2023 meeting regarding membership's preference for Regional vs. Zone Championship Shows. Board considered feedback from **June 2023 Membership Survey Results** (posted on usawe.org website> Corporate > Records > Meeting Minutes > Elected Board Minutes 2023), the **WAVE Memorandum of Agreement** (posted on usawe.org website> Corporate > Records) and the 8/4/23 correspondence regarding the USAWE/WAVE Memorandum between WAVE President *João Ralão Duarte* and USAWE President *Chris Stanko*; and the **USAWE Outline for Championship Structure 2024 and Beyond v3** (drafted by *Heather Humelbaugh R1 Director, Becky Sherven R5 Director and Robin Bond At Large Director 1*).

Task Force appointees need to be composed of reps from Awards, Competitions, International, LOC, Rules, both At-Large Directors and interested Regional Directors (to ensure all aspects of changes are considered and planned for).

Note: Championship changes will require review of and/or updates to:

- USA Working Equitation Policies and Procedures > **2.4.3 Championship Show Requirements** (License Approval, Show Requirements, Qualifying Scores, Championship Evaluation Committee and the Championship Evaluation Review form used to review proposals)
- United States Rules for Working Equitation > **2.3 Championship Shows**
- usawe.org website > Competitions > **Championships**
- usawe.org website > Competitions > Competition Resources > **Competition Manual > 1.2.d.2 License Approval, 3. Requirements by Competition Level** (one WAVE judge is required for championship shows) **8. Zone Championships (8.1 Show Requirements, 8.2 License Approval, 8.3 Show Grants and 8.4 Qualification Requirements, 9.4.c International Rider Qualification Requirements** (3-months, not 7)

**HEATHER HUMELBAUGH, REGION 1 DIRECTOR, SECOND BY ROBIN BOND, AT LARGE DIRECTOR 1**



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**Motion:** USAWE will move to a Regional or Multi-Regional Championship/National Championship show structure; final structure and timing of shows to be determined. Details to be finalized by no later than 10/1/2023 by a task force appointed by the BOD.

→ **Motion passed by voice vote with 13 in favor, 0 opposed, 0 abstained, 0 recused, 0 absent.**

Prior to the meeting, the board received the 2024 Eastern Zone Championship proposal.

**KRIS BLACKLOCK, SECRETARY; SECOND BY KIKI PANTAZE, R4 DIRECTOR**

**Motion:** Approve the 2024 Eastern Zone Championship Show proposal that was submitted by the May 31, 2023 deadline.

→ **Motion passed by voice vote with 13 in favor, 0 opposed, 0 abstained, 0 recused, 0 absent.**

### NEW BUSINESS

**WEBSITE – LMSPORTAL and Membership Enrollment** – *Kristine Strasburger, WebAdmin Chair*

**Rationale:** Purchases over \$500, even if accounted for in an approved budget, must be approved by the board.

**2023 Approve Website Budget Item - \$773.97** (one-time payment for 12 months of the Starter plan at the non-profit rate); up to 40 users. This will allow for functional use and cost-effective structural build-out and customization to meet our needs. Website Committee will collaborate with key corporate stakeholders to achieve optimal functional usability across the organization. Tool for corporate management and can be used for membership portal.

**MOTION TABLED AT REQUEST OF KRISTINE STRASBURGER**

**Motion:** Authorize the \$774 purchase of TalentLMS under the Website Committee 2023 budget (approved on 2/24/23).

**COMPETITIONS – 2023 QUALIFYING SCORE ADJUSTMENT – WESTERN ZONE CHAMPIONSHIP** - Competitions Committee Chair Kim Hillyer requested the board make an adjustment for California horse-rider pairs to be able to compete in the Western Zone Championship with (1) qualifying score due to the state-imposed cancellation of horse shows due to an equine disease outbreak that caused cancellation of several USAWE licensed shows. In recognition of so many shows in California having been canceled and travel restrictions placed on California-based horses due to infectious diseases in the California equine community, the Competitions committee is requesting an adjustment to the (2) qualifying scores criteria for California rider-horse pairs participating in the Western Zone Championship to allow participants from California to qualify for the 2023 Zone Championships with (1) a single qualifying score. Competitions will communicate this to the Western Zone Championship management and to the California members. Note: Competitions will also need to communicate this to the entire membership so all are aware of this exception.

**KRIS BLACKLOCK, SECRETARY; SECOND BY REBECCA ALGAR, REGION 7 DIRECTOR**

**Motion:** Due to canceled and travel restrictions placed on California-based horses due to infectious diseases in the California equine community, authorize the exception of allowing **one qualified score** for California horse-rider pairs participating in the 2023 Western Zone Championship.

→ **Motion passed by voice vote with 13 in favor, 0 opposed, 0 abstained, 0 recused, 0 absent.**

### CORPORATE BUSINESS

**2024 STRATEGIC PLANNING** – President-Elect, Doreen Atkinson asked directors and committee chairs to ‘Save the date’ for an in-person Board of Directors and Committee Chairs meeting January 11-14, 2024 in Dallas/Fort Worth to determine USAWE short-term and long-term goals. Meeting details to be determined.

**USAWE CORPORATE EMAIL ACCOUNTS** – Karen Miller, R6 Director requested **USAWE precede the Regional Director corporate email ‘Contacts’ and email address position title.** Currently the email address is R#@usawe.org



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Reasoning behind this is it would show the receipt that the email is from someone in USAWE. USAWE is listed within the signature at the bottom of the email and the end of the email address, but that does no good if the email was not opened and read. Members receive many emails on a personal level each day, and if the sender is not obvious or has an indication as to who it's from it is very easy to not spend the time to open it. Internally, we all know who it's coming from, but a new person may have NO IDEA who or what "Region 6 Director" is and choose not to spend their time reading it.

Kristine Strasburger, USAWE email account administrator, updated each corporate account to add USAWE in front of R# Director and asked each regional director to test their email by sending an email to Karen and validating USAWE precedes and displays as the sender.

**USAWE LETTERHEAD** – Karen Miller, R6 Director requested USAWE letterhead for corporate correspondence. Kristine Strasburger will connect with Karen on this.

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**ANNOUNCEMENTS** – Chris Stanko, President, Doreen Atkinson and Christy Reich, Licensed Official Committee (LOC) Co-Chairs announced USAWE 'S' judges have an opportunity to attend the **2023 WAVE International Judges Candidate Training** scheduled September 14th to 17th in Ciudad Rodrigo, Salamanca (Spain), taught by the International Judge Claudia Matos. 'Senior' Judges were notified - Rebecca Algar (declined); Doreen Atkinson, Nicole Chastain Price, Polly Limond (accepted); No Auditors.

Christy Reich indicated this opportunity is part training, part testing and is required for WAVE judge candidates. Both the LOC and President Chris Stanko feel strongly that this is a huge opportunity for our 'S' judges, our organization and our membership. It is in alignment within the USAWE mission and will be submitting a BOD proposal for USAWE participation.

**ITEMS TO CONSIDER FOR AUG 23 COMMITTEES WORKING SESSION AND SEPT 13 BOD MEETING** – Committees & BOD were asked to Brainstorm Committee Income Revenue Opportunities

- **Affiliate Organizations** - increase in annual AO dues
- **Awards** - increase in show licensing fees, breed award sponsorships; does current show licensing fee income support annual awards, lifetime medals, breed awards?
- **Coaches Network** - initial coaches fee, annual renewal fee (instead of bi-annual)
- **Competitions** - income ideas to support annual \$5K GIRA and \$6K championship show stipends
- **Horse Recording** - fee increase for lifetime horse recording
- **Licensed Officials** - fees for Seminars, Virtual/Live Training, LO Insurance- LO's pay \$75 annually, Ask-a-Judge
- **Marketing and Promotion** - promotional items, branded attire, stall banners, arena banners
- **Membership** - increase adult dues; start charging Youth dues with proceeds directly benefiting youth programs; lifetime membership
- **Rules** - fees for Virtual Q&A sessions, Rule Changes, Ask a Judge, etc.
- **Youth Development** - annual income from Dressage Illustrated sales, fundraisers, youth membership dues

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**NEXT MEETING** – 5pm PST Wednesday September 13, 2023; agenda items due August 30 (14 days prior to meeting). Submit Agenda items using the online [Board Agenda Item Request Form](#) located on the usawe.org website > Corporate > Records

**President Chis Stanko adjourned the meeting at 7:11 PM, Pacific Time. 9:11 PM**

Minutes submitted by Kris Blacklock, USAWE Secretary