



USAWE Committees Working Meeting Minutes



Meeting Date: Wednesday, September 27, 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 9.20.2023 by President Elect Doreen Atkinson; Posted to USAWE.org > Corporate > Records > Meeting Minutes and filed in USAWE G-Drive > Committees folder by Secretary Kris Blacklock

Minutes: The 9.27.2023 minutes were e-approved 9.30.2023 and posted to the USAWE.org > Corporate > Records > Meeting Minutes and filed in USAWE G-Drive > Committees

NEXT MEETING: October 25, 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	A
Awards	Bridgett Klingler	A		Licensed Officials (co-chairs)	Christy Reich	P
ByLaws	Starting after completion of policy reviews	-			Doreen Atkinson	P
Championship Show Structure	Chris Stanko	A		Marketing and Promotion	Amie Perryman	P
Coaches Network	Trisha Kiefer-Reed	A		Membership	Kate Steffes	P
Competitions	Kimberly Hillyer	P		Quality Assurance	Lidia Taylor	A
Elections	Biddie Lowry	P		Rules	Jeanne Bond	P
Ethics	Dan Dahlke	P		Strategic Planning	Doreen Atkinson	P
Financial Oversight	Brittney Flowers	A		Website	Kristine Strasburger	P
Horse Recording	Mindy Finelli	P		Youth Development	Kasey Riddle	P
Board of Directors (BOD)			Regional Directors			
Executive Committee				Regional Director 1	Heather Humelbaugh	P
President	Chris Stanko	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	A
Treasurer	Leesa Nero	A		Regional Director 5	Becky Sherven	P
At Large Director 1	Robin Bond	P		Regional Director 6	Karen Miller	A
At Large Director 2	Stephanie Hayes	P		Regional Director 7	Rebecca Algar	P

Current # /Task Force Leads = 19 | 13 Chairs in attendance | Current # Board of Directors = 13 | 9 BOD in attendance.

Excused = notified Secretary/President-Elect in advance committee chair or director was unable to attend the meeting.

USAWE Members in attendance for all or part of the meeting: Karen Boso (Quality Assurance); Andrea Sullivan (Coaches Network); Julie Alonzo (Awards & Competitions)

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

CORPORATE

COMMITTEE MEETINGS – Zoom/Webinar, Etiquette, Calendar Notice, Agenda, Minutes

Discussed USAWE Meeting Etiquette, Committee Minutes (What's Required), USAWE Zoom/Webinar License Usage and Sample Minutes Templates. Documents sent prior to the meeting included:

- Meeting Etiquette (updated to include committees)
- Zoom/Webinar License Usage and How To Setup Guide
- Committee Agenda-Minutes (template) - optional
- Sample-Meeting notes (using Google Docs Meeting Notes) – optional
- Committee Minutes – What Should be Included?

What Should Be Included in Meeting Minutes?

1. Date and time of the meeting.
2. Names of the meeting participants and those unable to attend.
3. Acceptance or corrections/amendments to previous meeting minutes.
4. Decisions made about each agenda item, for example: Actions taken or agreed to be taken. Next steps.



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During the meeting it was suggested committees also consider

- Google Doc (agenda items with different font for members)
- List committee meetings on USAWE Google Calendar

USAWE COMMITTEES & TASK FORCES 'Open Mic' (listed in alpha order)

AFFILIATE ORGANIZATIONS (AO) – Kristine Strasburger reported that there are 30 AOs who will qualify for the optional 2023 Member Designated Funds (21 did not submit W9s). Network Quarterly Hour meeting coming up in October.

AWARDS – Julie Alonzo reported for Bridgett Klingler. Held combined committee meetings with Awards earlier this year. Met with Youth Development and competition divisions. Working with the Website Committee Chair on revamped Competitions website page. Planning on several motions for October BOD meeting: Show Licensing Fee increase to \$4 (currently \$2), Maintain non-GIRA \$5 fee, Request remove non-member competition option (can compete as Schooling Ride).

COACHES NETWORK – Andrea Sullivan reported for Trisha Kiefer Reed. Meeting as needed based on coaches applications; added (3) new Coaches: Rose Watt, Judy Mackenzie, Kimberlee Barker. Working with the LOC on Sept 16 to Oct 16 on Coaches Rules Testing. Christy Reich mentioned testing during 3rd Quarter the testing is at the end of the show season; may want to consider shifting to 1st Quarter. Met with Kristine Strasburger on Coaches Network website changes.

CHAMPIONSHIP SHOW STRUCTURE – Heather Humelbaugh reported having a proposal ready for October BOD meeting.

COMPETITIONS – Kim Hillyer left the meeting; Julie Alonzo provided an update. Committee meets by Google docs. Reviewing proposals sent from the Rules Committee.

ELECTIONS – Biddie Lowry reported 2023 Election process is underway. Nominees have until October 1 to accept or decline. Committee has a task action list.

ETHICS – Dan Dahlke reviewed submitted complaints. One complete; Second is decided with DRAFT correspondence to be finalized by next week.

FINANCIAL OVERSIGHT – Absent

HORSE RECORDINGS – Mindi Finelli provided an update that there are 3581 recorded horses. Lidia Taylor and Mindi launched a new horse recording registration form to allow multiple breed associations (up to three). Hoping to get ALL recorded horses with a break out of their breed registry.

INTERNATIONAL COMPETITION TASK FORCE – Doreen Atkinson provided an update for Kellee Campbell. Policy was preliminary approved 9/6/2023. Planning on Working Training Camps for each region; first will be held in Texas in January 2024. Details will be announced as soon as details are finalized. Kent Wright, a Master's level rider from eastern Oregon has offered his site for a Western location.

LICENSED OFFICIALS (LOC) – Christy Reich reported on mandatory LO webinar meeting October 17, 2023; planning on a membership-wide update meeting. Doreen Atkinson is being considered for the WAVE International Judge Candidate. Polly Limond and Nicole Chastain Price along with Doreen Atkinson attended a WAVE Judge Seminar September 14-17, 2023 in Spain. LOC has several LO candidates in the pipeline.

MARKETING AND PROMOTION – Amie Perryman has three volunteers interested in 'Reporter' positions (East, Central, West). Rolling out a 'Did you Know' campaign; asked committee chairs to provide content for social media posts (i.e., little known facts, informative, drives membership to website). Working on an on-demand 'Swag Store'. Policy review in October. BETA testing is completed for iPhone Dressage app (L1-L6).

MEMBERSHIP – Kate Steffes reported 1103 members; added 20 youth, 41 amateurs and 12 open since July.

QUALITY ASSURANCE – Karen Boso provided an update for Lidia Taylor. Starting show audits (score sheets and GIRA) using templated tools (Assessment Tool) 42 shows to be audited (one show per show manager).

RULES – Jeanne Bond, in middle of 144 Rule Change Proposals; half-way through. Goal is to distribute Dec 1, 2023.

WEBSITE – Kristine Strasburger's goal is to present two homepage layouts for December BOD meeting vote (to be launched Jan 1, 2024).



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YOUTH DEVELOPMENT – Kasey Riddle reported difficulty getting committee members to meet (weekly and summer); will resume with once-a-month meeting. Busy with processing Youth Championship Show Scholarships. Waiting for Education Interest Survey to be completed October 3 so Youth Fee can be set at a rate lower than an Adult membership fee. Has Top 3 Youth Logo Designs to be sent for membership vote.

President Elect Doreen Atkinson adjourned the meeting at 6:13 PM Pacific Time.

Minutes submitted by Kris Blacklock, USAWE Secretary