



## USAWE Board of Directors Meeting Minutes



**Meeting Date:** December 13, 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 12.11.2023 by President Doreen Atkinson. Posted to USAWE.org > Corporate > Records > Meeting Minutes and filed in USAWE G-Drive > Board of Directors (BOD) > Board Meetings folder by Clerical Assistant Kris Blacklock

**Minutes:** The 11.29.2023 Minutes were e-approved 11.30.2023 and posted to the USAWE.org > Corporate > Records > Meeting Minutes and filed in USAWE G-Drive > Board of Directors (BOD) folder

**NEXT BOD MEETING – January 10, 2023.** Submit Agenda items 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	Doreen Atkinson	P	
President Elect	Tracey Erway	P	
Secretary	Amie Perryman (appointed 12.13.2023)	P	
Treasurer	Leesa Nero	P	
At Large Director 1	Robin Bond	P	
At Large Director 2	Stephanie Hayes	P	
<b>Regional Directors</b>			
R1 Director	Sara Mackenzie	P	
R2 Director	Katie Franklin	P	
R3 Director	Chris Stanko	P	
R4 Director	Kiki Pantaze	P	
R5 Director	Sara Barnwell	P	
R6 Director	Amie Perryman (resigned 12.13.2023)	--	
R7 Director	Pat Melton	P	
<b>Non-Voting Assistant</b>			
Clerical/Treasurer Assistant	Kris Blacklock (appointed 12.13.2023)	P after Roll	

Current # of Board members = 12 | 7 BOD members required for Quorum.

# BOD members in attendance at roll call = 12 | Quorum was established | BOD Meeting Attendance Log was updated.

**Excused = notified Secretary and President in advance director (or chair) was unable to attend meeting.**

Non-voting USAWE Committee Chairs in attendance for all or part of the meeting						
Affiliate Organizations	Kristine Strasburger	P		Licensed Officials (co-chairs)	Christy Reich	A
Awards	Bridgett Klingler	A		Marketing and Promotion	Doreen Atkinson	P
Competitions	Kim Hillyer	A		Membership	Amie Perryman	P
Elections	Biddie Lowry	P		Professional Development	Kate Steffes	A
Ethics	Dan Dahlke	P		Rules	Sue Watkins	P
Financial Oversight	Terri O'Neal	A		Website	Jeanne Bond	P
Horse Recording	Mindy Finelli	P		Youth Development	Kristine Strasburger	P
International Competition	Kellee Campbell	A			Kasey Riddle	P
Task Force Leads in attendance for all or part of the meeting						
Bylaws	After P&P reviews	--		Quality Assurance	Lidia Taylor	A
Championship Show Structure	Chris Stanko	P		Strategic Planning	Doreen Atkinson	P

Current # of Committee Chairs/Task Force Leads = 19; 11 in attendance.

**USAWE Members who requested meeting attendance:** Kris Blacklock (R5-WI)

**USAWE Members in attendance for all or part of the meeting:** Leslie Martien (R3-CO), Kris Blacklock (R5-WI), Cera Olson (R6-MD), Julie Alonzo (R1-OR)

**Call to Order:** President Doreen Atkinson called the meeting to order at 4:30 PM Pacific Time.

-----

**FINANCIAL REPORT:** No report at this meeting.

**OLD BUSINESS:** None

**NEW BUSINESS**

**CORPORATE – SECRETARY APPOINTMENT**– by *Doreen Atkinson, President*

**Rationale:** Kris Blacklock stepped down as Secretary. Per Bylaws of USA Working Equitation > Article V Full Board of Directors > Section 4 Election of Directors and Terms > F. Vacancies, the BOD fills Director vacancies first with an interested Director. Amie Perryman expressed interest in filling the remaining term of Secretary.

**Position appointment:** Dec 13, 2023 – Nov 30, 2024

**MOTION BY DOREEN ATKINSON, PRESIDENT; SECOND BY STEPHANIE HAYES, AT LARGE DIRECTOR 2**

**Motion:** Appoint **Amie Perryman**, Secretary with a term ending November 30, 2024, effective immediately.

**11 in favor, 0 opposed, 0 abstained, 1 recused (Amie Perryman), 0 absent**

**MOTION BY DOREEN ATKINSON, PRESIDENT; SECOND BY SARA BARNWELL, REGION 5 DIRECTOR**

**Motion:** Accept the resignation of Amie Perryman, Region 6 Director, effective immediately.

**11 in favor, 0 opposed, 0 abstained, 1 recused (Amie Perryman), 0 absent.**

**CORPORATE – CLERICAL ASSISTANT APPOINTMENT**– by *Doreen Atkinson, President*

**Rationale:** Per Bylaws of USA Working Equitation > Article VI OFFICERS AND STAFF > Section 7 Clerical Assistant and Staff., the BOD may appoint or employ a clerical assistant.

**SECTION 7. CLERICAL ASSISTANT AND STAFF**

The Board of Directors may appoint or employ a clerical assistant or other staff, whether paid or unpaid, to perform and conduct the programs and activities of the organization. The Board of Directors shall evaluate the performance of the clerical assistant, if one exists, on an annual basis.

The clerical assistant shall receive notice of all meetings of the Board of Directors and Executive Committee meetings, and shall ordinarily attend all Board meetings, except when the Board goes into Executive Session to meet without the clerical assistant’s presence. The clerical assistant shall have no vote on the Board of Directors or Executive Committee.

**SECTION 3. FINANCIAL CONTROLS**

Those financial policies shall require that there must be 3 (three) separate levels of financial operations, and that those operations shall be performed by different people:

1. those with the authority to spend the organization’s money;
2. those who are the bookkeeper(s) who record and track the income and expenditures; and
3. those who oversee the bookkeeping system and the expenditure of funds.

This means that the persons who have authority to sign the corporation’s checks or use its credit cards shall not be allowed to also serve as the organization’s bookkeeper(s); and that the organization’s bookkeeper(s) shall not be given permission or authority to spend the organization’s money, sign its checks, or use its credit cards.

**Position appointment:** Dec 1 – Nov 30; Per Bylaws of USA Working Equitation, a Clerical Assistant and other staff (Bookkeeper/Treasurer Assistant) can be appointed on an annual basis with a position term that runs Dec 1 – Nov 30.

**MOTION BY KIKI PANTAZE, REGION 4 DIRECTOR; SECOND BY CHRIS STANKO, REGION 3 DIRECTOR**

**Motion:** Appoint **Kris Blacklock**, Clerical Assistant and Treasurer Assistant to fill an annual appointment thru November 30, 2024, effective immediately.

**11 in favor, 1 opposed, 0 abstained, 0 recused, 0 absent.**



## USAWE Board of Directors Meeting Minutes



### **CORPORATE – TREASURER APPOINTMENT** – by Doreen Atkinson, President

**Rationale:** Per Bylaws of USA Working Equitation > Article V Full Board of Directors > Section 4 Election of Directors and Terms > D. Terms of Service, the position of Treasurer requires an annual review and appointment.

**D. Terms of Service.** The President and President Elect will each serve 1-year (one-year) terms, in a 2-year (two-year) rotation. The Secretary and At-Large Directors will each serve 2-year (two-year) terms. The Treasurer’s term is an annual appointment. The Treasurer shall be appointed or confirmed at least annually by the Full Board of Directors from current USAWE U.S. Adult members. Each Regional Director shall serve a 2-year (two-year) term.

**Annual Review:** Leesa Nero, appointed to fill a vacancy in the Treasurer position 6/21/23, has exemplary performed the duties and responsibilities of this position, worked with the BOD and committee chairs in creating an annual budget, chart of accounts for tracking income/expenses and worked with the secretary, website chair and committee chairs in ensuring transactions systematically flow within accounts payable (PayPal and QuickBooks). Leesa’ skill set and professionalism are true assets to the organization.

**Position appointment:** Dec 1 – Nov 30

**MOTION BY SARA BARNWELL, REGION 5 DIRECTOR; SECOND BY ROBIN BOND, AT LARGE DIRECTOR 1**

**Motion:** Per Bylaws of USA Working Equitation, reaffirm an annual appointment (Dec 1 – Nov 30) of Treasurer **Leesa Nero**, effective December 1, 2023.

**11 in favor, 1 opposed, 0 abstained, 1 recused (Leesa Nero), 0 absent.**

### **ACCOUNT SIGNERS – LEGAL NAMES** – Doreen Atkinson, President

**Rationale:** US Bank requires legal name to add/remove each account signer

**MOTION BY KIKI PANTAZE, REGION 4 DIRECTOR; SECOND BY SARA BARNWELL, REGION 5 DIRECTOR**

**Motion:** [Revise 11.19.203 BOD motion to update account signers and include legal names: Effective December 1, 2023 update USAWE account signers \(due to 2023 USAWE Election results and December 13, 2023 Secretary Appointment\).](#)

Remove account signer **Christine A. Stanko** (past President). Authorize and update account signer **Doreen A. Atkinson** as President (previous President-Elect). Authorize and add account signer **Tracey M. Erway** as President-Elect. Remove **Kristine L. Blacklock** as Secretary. Authorize and add account signer **Amie Perryman**, Secretary. Retain **Leesa A. Nero**, Treasurer. Retain **Leslie Martien**, Registered Agent of USA Working Equitation to make deposits to the USA Working Equitation accounts.

**12 in favor, 0 opposed, 0 abstained, 0 recused, 0 absent.**

### **MEET & GREET BOD and COMMITTEES** – Doreen Atkinson, President

Board of Directors introduced each other. Committee chairs and members were individually acknowledged. BOD expressed appreciation for the dedicated volunteer hours, talent and expertise given to USAWE.

### **WEBSITE - WEBSITE CHANGES** – Kristine Strasburger, Chair

Kristine Strasburger presented website changes and discussed changes to the new About page.

[Presentation of proposed website changes](#) and [New About Page](#)

### **BOD MEETING SCHEDULE 2024** – Tracey Erway, President Elect

Tracey Erway, presented a proposed 2023 and 2024 timeline guideline that outlines specific BOD events and asked directors to help identify items discussed and when – a board schedule (i.e. October – Next Year Budget; December – Year End Review and Organization Impact). Also presented a draft committee program template that outlines committee impact and financial accountability. Tracey will interview each committee to assist in predicting, measuring and evaluating program impact (includes goal/mission, strategies, tactics, timeline, metrics and financials). Both are structure/educational opportunities. Recommend membership transparency to educate membership (Amie Perryman volunteered to assist).

Sara Mackenzie volunteered to assist Tracey in developing a USAWE organizational structure flow chart.



## USAWE Board of Directors Meeting Minutes



Leesa Nero is working on creating a 2024 budget by the end of December (based on committee chair budget requests).

-----

### ANNOUNCEMENTS

- Amie Perryman asked several members within Region 6 if they would be interested in filling the R6 Director term. One member was interested; Amie introduced Cera Olson (R6-MD) as a candidate for filling R6 Director vacancy.
- Pat Melton, R7 Director, asked if there was a USAWE template for regional director welcome email to new and renewing members. Also asked for a list of renewing members in addition to new members. Amie Perryman, Marketing and Promotion Chair will assist.
- Pat Melton asked if there was a Strategic Planning meeting in January. An in-person meeting will not be held in January 2024.
- Robin Bond, At Large Director 1 expressed appreciation for outgoing, continuing and new members and to reach out to each other for support.
- Kasey Riddle has received many positive messages that the youth membership fee is a direct benefit to youth development.

### ITEMS TO CONSIDER FOR NEXT MEETING (OR E-VOTE)

- Region 6 Director appointment
- Marketing and Promotion Committee appointment
- Additional committee appointments

---

**President Doreen Atkinson adjourned the meeting at 6:01 PM, Pacific Time.**

Minutes submitted by USAWE Secretary Amie Perryman