



USAWE Board of Directors Meeting Minutes



Meeting Date: 1.10.2024

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: 2nd Wednesday each month held virtually via Zoom

Agenda sent 1.5.2024 and posted to USAWE.org > Corporate > Records > Meeting Minutes and filed in USAWE G-Drive > Board of Directors (BOD) > Board Meetings folder

Minutes: The 1.10.2024 Minutes were e-approved 01.16.2024 and posted to the USAWE.org > Corporate > Records > Meeting Minutes and filed in USAWE G-Drive > Board of Directors (BOD) folder

NEXT MEETING – **NOTE DATE CHANGE February 21, 2024.** 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 | P | |
| Treasurer | Leesa Nero | P | |
| At Large Director 1 | Robin Bond | P | |
| At Large Director 2 | Stephanie Hayes | P | |
| Regional Directors | | | |
| R1 Director | Sara Mackenzie | P | |
| R2 Director | <i>To be Appointed</i> | -- | -- |
| R3 Director | Chris Stanko | P | |
| R4 Director | Kiki Pantaze | P | |
| R5 Director | Sara Barnwell | P | |
| R6 Director | Cera Olson (appointed during 1.10.2024 meeting) | P after appointment | |
| R7 Director | Pat Melton | P | |
| Clerical Assistant (non-voting) | Kris Blacklock | P | |

Current # of Board members = 11 | 6 BOD members required for Quorum.

BOD members in attendance at roll call = 11 | 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 | Licensed Officials (co-chairs) | Christy Reich | P |
| Awards | Bridgett Klingler (resigned 1/8/24) | -- | Marketing and Promotion | Doreen Atkinson | P |
| Competitions | Kim Hillyer | P | Membership | Amie Perryman | P |
| Elections | Biddie Lowry | P | Professional Development | Kate Steffes | Excused A |
| Ethics | Dan Dahlke | P | Rules | Sue Watkins | P |
| Financial Oversight | Terri O’Neal | A | Website | Jeanne Bond | P |
| Horse Recording | Mindy Finelli | A | Youth Development | Kristine Strasburger | P |
| International Competition | Kellee Campbell | P | | Kasey Riddle | P |
| Task Force Leads in attendance for all or part of the meeting | | | | | |
| Bylaws | After BOD P&P reviews | -- | Quality Assurance | Lidia Taylor (resigned 1/5/24) | -- |
| Championship Show Structure | Chris Stanko | P | Strategic Planning | Doreen Atkinson | P |

Current # of Committee Chairs/Task Force Leads = 17; 14 in attendance.

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

USAWE Members requested meeting attendance: Sammi Korinek (R5-MN), Leslie Martien (R3-NE), Linette Bond (R6-VA), Karen Boso (R5-IL).

USAWE Members in attendance for all or part of the meeting: Sammi Korinek (R5-MN), Leslie Martien (R3-NE), Linette Bond (R6-VA)

Call to Order: President Doreen Atkinson called the meeting to order at 5:00 PM Pacific Time.



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FINANCIAL REPORT

Treasurer Leesa Nero provided financials and bank reconciliations and Budget vs Actual Income/Expenses.

Financial Summary through January 8, 2024

| | | |
|---|----|---------------------|
| • U.S. Bank Checking #1..... | \$ | 6,532.48 |
| • U.S. Bank Checking #2..... | \$ | 665.00 |
| • U.S. Bank Savings Restricted Funds..... | \$ | 2,191.50 (1) |
| • U.S. Bank Money Market | \$ | 168,581.04 (2) |
| • PayPal Bank..... | \$ | <u>6,610.86 (3)</u> |
| Total Cash Funds | \$ | 184,580.88 |

- (1) This Restricted Funds account has been set aside for Youth Scholarship Development carried over from 2023.
- (2) Because registration funds for the International Committee's 2024 Central Zone Camp 1 have been received in 2023 (\$16,133.32.00 received as of 12/31/23) this amount in the Money Market is dedicated to the expenses for this camp. While the income thus far is realized in 2023 the expenses for Central Zone Camp 1 will be paid in 2024 and show up on that actual vs. budget. The income and expenses for Western Zone Camp 2 and Eastern Zone Camp 3, taking place in July and October 2024, will be reflected in the 2024 Budget by year end.
- (3) Since the end of December monies have been transferred from PayPal into the Checking and the Money Market accounts to pay a few expenses and earn interest in the Money Market. These transactions will be reflected in the January 2024 reconciliation. In addition, the \$ 6,610.86 sitting in PayPal, as of the date of this report, is income received in January thus far but not yet reconciled.

FINANCIAL REPORT & 2024 BUDGET – Leesa Nero, Treasurer

Appropriate and approve a 2024 Preliminary Budget due to a delay in receiving data needed in finalizing 2024 committee income/expenses. Approve Jan/Feb expenditures only (trade show grants require measurable marketing results). Final budget will be ready for the next BOD meeting (or eVote).

MOTION BY PAT MELTON, REGION 7 DIRECTOR; SECOND BY ROBIN BOND, AT LARGE DIRECTOR 1

Motion 1: Appropriate and approve 2024 Jan/Feb Preliminary Budget expenses (not to exceed \$20,000 as per the budgeted total) until a final budget is approved in February 2024.

MOTION AMENDED BY PAT MELTON, REGION 7 DIRECTOR, SECOND BY SARA MACKENZIE REGION 1 DIRECTOR

Motion1a: Approve the January and February expenses of \$20,000 as proposed in the Preliminary Budget presented at the January 10, 2024 BOD meeting.

Amended Motion 1a passed by voice vote with 11 in favor, # opposed, 0 abstained, 0 recused, 0 absent

FINANCIAL REPORT – ONLINE BANKING DEPOSITS– Leesa Nero, Treasurer

Authorize Treasurer (during term in office), online banking authority that includes mobile check deposits. Designate the Executive Committee's Treasurer this authority.

MOTION BY SARA MACKENZIE, REGION 1 DIRECTOR; SECOND BY TRACEY ERWAY, PRESIDENT ELECT

Motion 2: Authorize Treasurer (during term in office), online banking authority that includes mobile check deposits.

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

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

Motion 3: Authorize Leesa A Nero, Treasurer (during term in office), online banking authority that includes mobile check deposits.

Motion passed by voice vote with 10 in favor, 0 opposed, 0 abstained, 1 recused (Leesa Nero), 0 absent.



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CANCELLATION/REFUND POLICY – USAWE CHAMPIONSHIPS & EVENTS – Leesa Nero, Treasurer, Sara Mackenzie, Region 1 Director and Jeanne Bond, Rules Chair - To minimize financial loss, ensure USAWE Policies & Procedures includes a consistent Cancellation/Refund Policy for committee and organization sponsored events and a recommended Cancellation/Refund Policy for licensed show (see Meting Appendix).

MOTION BY LEESA NERO, TREASURER; SECOND BY SARA BARNWELL, REGION 5 DIRECTOR

Motion 4: Approve a Cancellation/Refund Policy for USAWE sponsored events (including but not limited to clinics, seminars, training camps, workshops, championships, etc.) that impact each committee’s and overall organization budget. Create a USAWE licensed show recommended Cancellation/Refund Policy for the Competition Manual.

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

UNFINISHED BUSINESS

CORPORATE BUSINESS

VACANCY - REGION 6 DIRECTOR - BOD APPOINTMENT – Tracey Erway, President-Elect

Previously appointed R6 Director Amie Perryman asked several members within Region 6 to consider filling the position; vacancy announcement was also posted 12/20/23 on USAWE R6 Facebook page. Cera Olson is the only R6 member who expressed interest in the appointment.

MOTION BY AMIE PERRYMAN, SECRETARY; SECOND BY TRACEY ERWAY, PRESIDENT ELECT

Motion 5: Appoint Cera Olson (R6-MD) to fill the remaining term of Region 6 Director through November 30, 2024.

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

VACANCY - BOD APPOINTMENT – REGION 2 DIRECTOR – Tracey Erway, President-Elect

Previous appointed R2 Director Katie Franklin resigned 12/24/23. R2 membership notified 1/2/24 via USAWE Region 2 Facebook post. BOD to review candidate statement(s) and appoint R2 member to fulfill term thru November 30, 2024 at next BOD meeting or via e-Vote. No candidate statement has been received; discussion/motion tabled until next BOD meeting.

TABLED Motion 6: Appoint [Name (R2-State)] to fill the remaining term of Region 2 Director through November 30, 2024.

MOTION TABLED

COMMITTEES/TASK FORCES

QUALITY ASSURANCE TASK FORCE – by Doreen Atkinson, President

Dissolve the Quality Assurance Task Force who fulfilled tasked responsibilities in soliciting membership feedback regarding GIRA.io software issues and enhancements; identified score sheet data entry, coding and retention issues and provided recommendations to the board, rules, licensed officials, competitions and awards committees.

MOTION BY DOREEN ATKINSON, PRESIDENT; SECOND BY KIKI PANTAZE, REGION 4 DIRECTOR

Motion 7: Express appreciation and dissolve the Quality Assurance Task Force, effective immediately.

Motion passed by voice vote with 12 in favor, 0 opposed, 0 abstained, 0 recused, 0 absent.

CHAMPIONSHIP SHOW STRUCTURE TASK FORCE – by Doreen Atkinson, President

Dissolve the Championship Show Structure Task Force who fulfilled tasked responsibilities in developing championship show recommendations to the board, rules, competitions and awards committees.

MOTION BY DOREEN ATKINSON, PRESIDENT; SECOND BY CHRIS STANKO, REGION 3 DIRECTOR

Motion 8: Express appreciation and dissolve the Championship Show Structure Task Force, effective immediately.

Motion passed by voice vote with 12 in favor, 0 opposed, 0 abstained, 0 recused, 0 absent.

NEW BUSINESS

COMMITTEES/TASK FORCES

APPOINTMENTS – BYLAWS REVIEW TASK FORCE – by Doreen Atkinson, President

Redefine appointments to the Bylaws Review Task Force based on volunteer expertise and volunteer time availability.

MOTION BY DOREEN ATKINSON, PRESIDENT; SECOND BY CHRIS STANKO, REGION 3 DIRECTOR

Motion 9: Appoint **Kris Blacklock** (R5-WI), **Marcy Buffington**, (R4-TX), **Tracey Erway** (R1-OR), **Sara Mackenzie** (R1-WA); Reaffirm **Kristine Strasburger** (R3-NE); and Remove **Jeane Bond** (R6-VA) and **Leslie Martien** (R3-CO) as members of the Bylaws Review Task Force, effective immediately.

Motion passed by voice vote with 10 in favor, 0 opposed, 0 abstained, 2 recused (Tracey Erway, Sara Mackenzie), **0 absent**.

APPOINTMENTS – STRATEGIC PLANNING TASK FORCE – by Doreen Atkinson, President

Redefine appointments to the Strategic Planning Task Force based on volunteer expertise and volunteer time availability.

MOTION BY ROBIN BOND, AT LARGE DIRECTOR 1; SECOND BY AMIE PERRYMAN, SECRETARY

Motion 10: Appoint **Tracey Erway** (R1-OR) and **Sara Barnwell** (R5-MI); Reaffirm **Doreen Atkinson** (R4-TX), **Leesa Nero** (R7-FL) and **Kristine Strasburger** (R3-NE) as members of the Strategic Planning Task Force, effective immediately.

Motion passed by voice vote with 8 in favor, 0 opposed, 0 abstained, 4 recused (Tracey Erway, Sara Barnwell, Doreen Atkinson, Leesa Nero), **0 absent**.

APPOINTMENT – PROFESSIONAL DEVELOPMENT – by Sue Watkins, Chair

Add committee member **Rose Watt** (R6-PA) to the Professional Development committee.

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

Motion 11: Appoint **Rose Watt** (R6-PA); Reaffirm chair **Sue Watkins** (R2-CA); and members **Nicole Chastain** (R2-CA), **Stephanie Hayes** (R6-VT) and **Michelle Lackey** (R5-OH) and **Seth Marshall** (R4-OK) as members of the Professional Development committee, effective immediately.

Motion passed by voice vote with 11 in favor, 0 opposed, 0 abstained, 1 recused (Stephanie Hayes), **0 absent**.

APPOINTMENT – COMPETITIONS – by Kim Hillyer, Chair

Add committee member **Mindy Finelli** (R6-NJ) to serve as documents administrator.

MOTION BY DOREEN ATKINSON, PRESIDENT; SECOND BY TRACEY ERWAY, PRESIDENT ELECT

Motion 12: Appoint **Mindy Finelli** (R6-NJ) as documents administrator; Reaffirm chair **Kim Hillyer** (R6-PA); and **Julie Alonzo** (R1-OR), **Mary Duffy** (R2-CA) and **Emily Elias** (R1-OR) and **Lisa Mathis** (R6-PA) as members of the Competitions committee, effective immediately.

Motion passed by voice vote with 12 in favor, 0 opposed, 0 abstained, 0 recused, 0 absent.

COMPETITIONS – REGIONAL CHAMPIONSHIPS – by Kim Hillyer, Chair

Review and approve the Regional Championship Requirements proposal from the Championship Show Structure Task Force. Discussion held Regional Director involvement in the Championship Show committee and on the number of qualifying scores needed if a competitor wishes to compete in another region (other than their own region). Regional Championship Requirements will be added to the Competitions Manual after BOD approval. Revised Competition Manual will be posted to usawe.org > Competitions > Competition Resources after BOD approval.

TABLED Motion 13: Approve the requirements for Regional Championships (to be added to the Competitions Manual and Policies & Procedures), effective immediately.

MOTION TABLED FOR eVOTE

COMPETITIONS – COMPETITIONS MANUAL – by Kim Hillyer, Chair

Competition Manual revisions based on Championship Show Structure Task Force, US Rules for Working Equitation v7 and recommendations sent to Competitions committee. Discussion held on allow/disallow housing judge with show management and the financial impact if other lodging/meals is offsite; BOD asked language be revised to 'strongly recommended'. Revision to be posted to usawe.org > Competitions > Competition Resources after BOD approval.

TABLED Motion 14: Approve USAWE Competitions Manual version 1-10-2024, effective immediately.

MOTION TABLED FOR eVOTE

INTERNATIONAL - PROGRAM UPDATE – Doreen Atkinson, President & Kellee Campbell, Chair

Kellee Campbell, Chair provided updates on the International Committee's Rider Development Program. HUGE response to this inaugural event; first time offering a rider development event; Jan 25-28, 2024 Train to Win #1 Training Camp in Weatherford, TX, all riding and auditor spots filled; have a waiting list. Riders and Interactive Auditors will receive 'swag' (with USAWE logo on arm and a pocket clinic 'Train to Win' logo), Train to Win manual and interaction with clinician Jose Benito (Spain). Tracey Erway expressed disappointment that the Training Camp didn't follow USAWE branding guidelines. Kellee Campbell provided the background of the rider program and logo. Going forward, any USAWE event branding and logo to be presented to the Marketing committee and BOD approved. Our branding is to raise awareness of USAWE. Christy Reich shared logos of equestrian groups (i.e. US Equestrian = USAWE; United States Equestrian Team = USAWE International Rider).

CORPORATE BUSINESS

BRANDING GUIDELINES – Amie Perryman, Marketing & Promotion Chair provided a powerpoint presentation on what marketing can do for the organization and committees. Established to build, maintain, oversee and protect the brand identity of USA Working Equitation. Recognizable brand is consistent in look and feel, consistent in tone and consistent use of assets (logo and templates). USAWE is ONE TEAM. Use a corporate email account for external communication. Read and follow Logo and Brand Guidelines. Marketing committee can help get your message out clearly, effectively and can provide statistics, feedback and effectiveness.

ONLINE EDUCATION PILOT – Tracey Erway, President Elect shared a powerpoint presentation of an education pilot (newsletter article and Facebook posts) and online website video snippet critiques. Will be asking membership to submit videos for review by 'S' Judge Polly Limond. Will connect and coordinate with Marketing and LOC.

ANNUAL STATEMENTS ACKNOWLEDGEMENTS – by Kris Blacklock, Clerical Assistant

Rationale: Officers, Directors and Committee members required to complete annual acknowledgement by Jan 15, 2024

1. Code of Conduct - Officers and Directors & Committee Members
2. Conflict of Interest Policy
3. Social Media Policy

ANNUAL MEMBERS MEETING – FEBRUARY 3, 2024 – by Doreen Atkinson, President

USA Working Equitation's annual meeting of the members will be held virtually via Zoom Webinar on **Saturday February 3, 2023 at 9:00 am PST | 10:00 am MST | 11:00 am CST | 12:00 pm EST**. The meeting day and time is predetermined and mandated by USAWE's Bylaws.

Officers, Regional Directors and Committee Chairs to provide 2-3 min updates.

BOD and Committee Chairs: Presenters will be sent a **Panelist Invitation** via Zoom Webinar. Shared G-Drive access to the meeting's powerpoint presentation will also be sent to Officers, Directors and Committee Chairs. Plan on providing a 2-3 min update that recognizes volunteer committee members and share 2024 goal(s).



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Note: A Zoom Webinar 'Panelist' meeting link will be sent to each officer, director and committee chair. Panelist link is UNIQUE for each BOD and committee chair. Panelists will login at 8:30 am Pacific to test their audio and get ready to present.

Estimated Meeting Time: 2 hrs.

30 min - 6 officers x 3 min ea. + Financial Report

25 min – 7 regional directors x 3 min ea.

45 min – 15 committees x 3 min ea.

15 min – member Q&A

Membership RSVP Required: [Member's invitation](#) - After registering, each member participant will receive a confirmation email containing information about joining the webinar plus a meeting reminder one day before the event.

Meeting will conclude with a Membership Q&A. Members asked (Dec & Jan newsletter and Jan eBlast) to submit questions via online [2024 USAWE Annual Member Meeting Questions](#) Google Form by Jan 22 to allow adequate time to prepare responses. Questions will be sent to the appropriate BOD Officer, Director or Committee Chair to provide a prepared response.

ANNOUNCEMENTS – All

- Code of Ethics – Professional Instructors – *updated to replace 'Coaches'*
- Social Media Policy – *updated to replace 'Coaches' and to include Committee Members*

ITEMS TO CONSIDER FOR NEXT BOD MEETING (or eVOTE) - All

- **2024 Final Budget Approval**
- **Appointment - National Championship Planning Committee** – between now and Feb meeting, please recruit volunteers interested in planning national championships.
- **Appointment - Marketing Committee**
- **Appointment - Region 2 Director Vacancy**
- **Membership List Authorization Policy**
- **Financial Oversight – Quarterly & Annual Review**
- **Regional Championship Requirements – eVote**
- **Competition Manual - eVote**

NEXT BOD MEETING –DATE CHANGE** 5pm Pacific Wednesday February 21, 2024** virtual via Zoom
Submit Agenda items using the online [Board Agenda Item Request Form](#)

COMMITTEES WORKING SESSION – 5pm Pacific Wednesday January 31, 2024 virtual via Zoom. President Elect presides.
****DATE CHANGE**** due to the International committee's Train to Win training camp Jan 25-28, 2024.

President Doreen Atkinson adjourned the meeting at 7:43 PM, Pacific Time.

Minutes captured by USAWE Clerical Assistant Kris Blacklock, submitted by Secretary Amie Perryman.



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APPENDIX - 1.10.2024 BOD Meeting



USA WORKING EQUITATION

Policies and Procedures

SECTION 1. POLICIES



1.14 Cancellation-Refund Policy

1.14.1 Purpose

Unexpected cancellations and refund requests cause financial hardship and risk to event sponsors. This policy is intended to reduce risk for events sponsored by USAWE and to reduce risk to members hosting USAWE-recognized events.

1.14.2 USAWE Membership

The USAWE membership application form will include the following statement:

USAWE membership is non-refundable.

1.14.3 Events Organized and Paid for by USAWE

Events that are organized and paid for by USAWE or USAWE committee will include the following statement in registration materials:

Cancellation and Refund Policy

Cancellation: If the entire event is canceled, a full refund minus the office fee of *(enter amount)* will be issued within 14 days of cancellation.

Refund: If a registered participant withdraws from a USAWE-sponsored event, they must notify the event sponsor in writing prior to the start of the event.

If the withdrawal is prior to [ENTER ACTUAL DATE], a full refund minus the office fee will be sent within 14 days.

Entries are non-refundable after [ENTER SAME DATE HERE]. Show management may be able to provide a refund minus the office fee on a case-by-case basis under one of the following conditions:

- a. Withdrawal of a rider or horse is due to an injury, illness, or death. The withdrawal is accompanied by a veterinarian's or doctor's certificate.
- b. If there is a wait list and the event manager is able to replace your entry.

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1.14-1

APPENDIX - 1.10.2024 BOD Meeting



USA WORKING EQUITATION

Policies and Procedures

SECTION 1. POLICIES



1.14.4 USAWE Licensed Competitions

The USAWE Competition Manual will include the following language:

We strongly recommend that you have a clear cancellation and refund policy. The following language can be considered or adapted to meet your event needs.

Cancellation and Refund Policy

Cancellation: If the entire event is canceled, a full refund minus the office fee of *(enter amount)* will be issued within 14 days of cancellation.

Refund: If a registered participant withdraws from a USAWE-sponsored event, they must notify the event sponsor in writing prior to the start of the event.

If the withdrawal is prior [ENTER ACTUAL DATE], a full refund minus the office fee will be sent within 14 days.

Entries are non-refundable after [ENTER DATE]. Show management may be able to provide a refund minus the office fee on a case-by-case basis under one of the following conditions:

- a. Withdrawal of a rider or horse is due to an injury, illness, or death. The withdrawal must be accompanied by a veterinarian's or doctor's certificate.
- b. If there is a wait list and the show manager is able to replace your entry.

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1.14-2