



USAWE Board of Directors Meeting Minutes



Meeting Date: Wednesday, February 21, 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 2.17.2024 and posted to USAWE.org > Corporate > Records > Meeting Minutes and filed in USAWE G-Drive > Board of Directors (BOD) > Board Meetings folder

Minutes: The regular BOD 2.21.2024 Minutes were e-approved 2.28.2024 and posted to the USAWE.org > Corporate > Records > Meeting Minutes and filed in USAWE G-Drive > Board of Directors (BOD) folder

NEXT MEETING – Wednesday March 13, 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 after roll	
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	To be Appointed (Mary Young appointed 2/21/24)	--	
R3 Director	Chris Stanko	P	
R4 Director	Kiki Pantaze	P	
R5 Director	Sara Barnwell	P	
R6 Director	Cera Olson	P	
R7 Director	Pat Melton	P	

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

BOD members in attendance at roll call = 11 | Quorum was established.

BOD Meeting Attendance Log was updated (located online usawe.org > Corporate > Records)

Non-voting USAWE Committee Chairs in attendance for all or part of the meeting					
Affiliate Organizations	Kristine Strasburger	A	Licensed Officials (co-chairs)	Christy Reich	P
	Excused			Doreen Atkinson	P
Awards	Lynn Maloney	P	Marketing and Promotion	Amie Perryman	P
Competitions	Kim Hillyer	P	Membership	Kate Steffes	A
Elections	Biddie Lowry	P	Professional Development	Sue Watkins	P
Ethics	Dan Dahlke	P	Rules	Jeanne Bond	P
Financial Oversight	Brittney Flowers (Interim)	A	Website	Kristine Strasburger	Excused A
Horse Recording	Mindy Finelli	Excused A	Youth Development	Kasey Riddle	P
International Competition	Kellee Campbell	P			
Task Force Leads in attendance for all or part of the meeting					
Bylaws	After P&P reviews	--	Strategic Planning	Doreen Atkinson	P

Current # of Committee chairs/Task Force Leads = 17; 12 in attendance.

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

USAWE Members who requested meeting attendance: Sammi Korinek (R5-MN), Linette Bond (R6-VA), Audrey Rapp (R6-MD)

USAWE Members invited by BOD as guests: Yvonne Stemwedel (R1-CA), Amy Star (R2-AZ), Mary Young (R2-CA), Kristine Strasburger (R3-NE) and Kathy Orr (R1-OR).

USAWE Members in attendance for all or part of the meeting: Sammi Korinek (R5-MN), Linette Bond (R6-VA), Audrey Rapp (R6-MD)

Call to Order: President Doreen Atkinson called the meeting to order at 5:01 PM Pacific Time.



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CLOSED SESSION – On 2.7.2024 BOD appointed a review team (Cera Olson, Robin Bond, Sara Barnwell) to investigate an HR concern. The team provided their findings and recommendations.

Closed session ended at 5:33 PM Pacific Time.

5:33 PM Regular BOD meeting started. Committee chairs, Guests and Members admitted into the Zoom meeting.

FINANCIAL REPORT: Treasurer Leesa Nero provided financials and bank reconciliations through January 2024.

Cash Assets as of 02/26/24 are as follows:

Table with 2 columns: Asset Name, Amount. Rows include U.S. Bank Checking #1, U.S. Bank Checking #2, U.S. Bank Savings Restricted Funds, U.S. Bank Money Market, PayPal Bank, and Total Cash Funds.

LICENSED OFFICIALS – LOC BUDGET & CALIBRATION SESSIONS – Christy Reich, LOC co-chair, reviewed a proposed budget for (2) Live Silent Judging & Judge Advancement Sessions and (1) Live Silent Judging and Calibration Session to be held in conjunction with licensed shows. Events will also be open to general membership to audit. Figures to be added to the annual budget for BOD review/approval.

MEMBER REQUEST - SPONSORSHIP – CROSS NATIONAL CUP – Amy Star (R2-AZ sent a letter to the BOD and asked the board to sponsor the Canada Cross National Cup.

“Dear USAWE Leadership, I am writing to you all with a suggestion that I feel would be a good strategic maneuver for the USAWE. I think the USAWE should sponsor the Cross-National Cup to be held in Moosejaw, Saskatchewan, Canada Aug 26-Sept 1, 2024. Click here for prize list and cup/camp information. I think the USAWE should sponsor the event in the amount of \$2,000.

This event is extremely educational, more than a dozen top quality horsemen will be teaching at the event. The entire purpose of the event is promoting and educating about Working Equitation. There will be dozens of USAWE members at the event. There will be WAVE members from many countries. It will be the largest WE event in North America.

Canada as one of our TWO closest WAVE countries is an ally in developing the sport and international competitions available in North America. It would be a very good thing for USAWE to develop a good working relationship with WECAN, a sponsorship would be a very good way to open the door to future collaborations.

If one of the future goals of USAWE is to host international competitors then having a working relationship and history of trust and support is very important. I have had nothing but positive experiences and interactions with the WECAN organization, I believe that USAWE collaborating with WECAN will be a great WIN:WIN for both organizations.”

MOTION TABLED

Authorize a [\$amount to be determined] sponsorship for the Cross-National Cup to be held in Moosejaw, Saskatchewan, Canada August 26 - September 1, 2024.

REVIEW & FINALIZE 2024 BUDGET - Leesa Nero, Treasurer reviewed a proposed 2024 Budget. The BOD decided to reconvene and vote on this topic AFTER the LOC Budget (Judging and Calibration Sessions) and the Cross-National Cup expenditures were added.

MOTION TABLED

Approve 2024 USAWE Budget (Version #).

UNFINISHED BUSINESS

COMMITTEES



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MEMBER DESIGNATED FUNDS – 2023 ELECTION - Kristine Strasburger, AO Coordinator, provided an email update and reported the AO program is in process of obtaining Affiliate Organization business entities and W9s so 2023 Election Affiliate Organization Member Designated Funds can be disbursed.

CORPORATE BUSINESS

REGION 2 DIRECTOR VACANCY – (3) members within Region 2 expressed interest in this position. Yvonne Stemwedel (CA) who withdrew candidacy prior to the meeting. BOD interviewed and voted on (2) candidates: Mary Young (CA) and Amy Star (AZ). BOD filled Region 2 Director vacancy; term ends November 30, 2024. Zoom poll vote held; 6 votes for Mary Young, 4 votes for Amy Star, 1 absent (Chris Stanko).

MOTION BY CERA OLSON, REGION 6 DIRECTOR; SECOND BY ROBIN BOND, AT LARGE DIRECTOR 1

Appoint Mary Young (R2-CA) to fill the remaining term as Region 2 Director through November 30, 2024.

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

NEW BUSINESS

FINANCIAL OVERSIGHT - FINANCIAL REVIEW - 2023 – Per USAWE Bylaws, the FOC prepared and Kris Blacklock, Clerical Assistant presented a 2023 Quarterly-Annual Financial Review that included comments and recommendations to the BOD. Going forward, the Financial Oversight committee will present quarterly financial review updates.

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

Acknowledge and accept the 2023 Financial Review performed by the Financial Oversight committee.

Motion passed by voice vote with 11 in favor, 0 opposed, 1 abstained (Mary Young), 0 recused, 1 absent (Chris Stanko).

HORSE RECORDING - APPOINTMENT – Mindy Finelli is currently the only member of the Horse Recording committee (who also assists the Awards Committee with determining annual Breed Performance Award winners). It is in the best interest of the organization to have a backup committee member to perform the required tasks in horse recording. Nancy has been working in the administrative aspect of the horse industry for many years. She is recently retired and happy to offer her assistance. Her experience learned in horse recording will make her ideal for assistance in the Breed Awards division of the Awards committee as well.

MOTION BY AMIE PERRYMAN, SECRETARY; SECOND BY CERA OLSON, REGION 6 DIRECTOR

Appoint Nancy Meola (R6-NJ) as a member of the Horse Recording committee, effective immediately.

Motion passed by voice vote with 11 in favor, 0 opposed, 1 abstained (Mary Young), 0 recused, 1 absent (Chris Stanko).

AWARDS - APPOINTMENT – Kris Blacklock, Clerical Assistant Interim Assistant to chair Awards Committee reported on February 13, 2024, the Awards committee appointed Lynn Maloney (R6-PA) as chair. The Awards Committee requested (2) new committee members be added to the Awards Committee as the committee divided up the workload so each task has a primary and backup.

Appoint Brenna Reimer (R5-WI) to the Awards committee to assist with the leaderboard awards program and other duties as assigned. Brenna has spent 15 years working in high-tech prior to returning to school to become a Nurse and Nurse Midwife. She has extensive experience working with the public, running meetings and managing projects as both a participant as well as a team leader and is very comfortable with email, google docs, sheets, excel, word and the entire Google and Microsoft Office Suites. Goal is to see quicker updates to standings and award progress following validation of show results. Improving the records keeping and overall organization of the awards data would be a priority.

Appoint Nancy Meola (R6-NJ) as assistant to Mindy Finelli for the Awards committee’s year-end Breed Awards.

MOTION BY SARA BARNWELL, REGION 5 DIRECTOR; SECOND BY AMIE PERRYMAN, SECRETARY

Appoint Brenna Reimer (R5-WI) as a member of the Awards committee, effective immediately.

Motion passed by voice vote with 11 in favor, 0 opposed, 1 abstained (Mary Young), 0 recused, 1 absent (Chris Stanko).

MOTION BY CERA OLSON, REGION 6 DIRECTOR; SECOND BY KIKI PANTAZE, REGION 4 DIRECTOR

Appoint **Nancy Meola** (R6-NJ) as a member of the Awards committee, effective immediately.

Motion passed by voice vote with 11 in favor, 0 opposed, 1 abstained (Mary Young), **0 recused, 1 absent** (Chris Stanko).

COMPETITIONS – APPOINTMENT – Kim Hillyer, chair asked the BOD re-Appoint **Emily Callihan** (R1-OR) to the Competitions Committee as Backup GIRA Administrator to **Julie Alonzo**. Emily was originally appointed to the Competitions Committee on 12/14/2022, resigned 10/26/23 and wishes to be re-appointed.

MOTION BY SARA MACKENZIE, REGION 1 DIRECTOR; SECOND BY KIKI PANTAZE, REGION 4 DIRECTOR

Appoint **Emily Callihan** (R1-OR) to the Competitions Committee as Backup GIRA Administrator to **Julie Alonzo**, effective immediately.

Motion passed by voice vote with 11 in favor, 0 opposed, 1 abstained (Mary Young), **0 recused, 1 absent** (Chris Stanko).

MARKETING AND PROMOTION - APPOINTMENT– Amie Perryman, chair asked the BOD appoint **Audrey Rapp** (R6-MD) to the Marketing and Promotion Committee; needed to fill an opening for newsletter and help with social media campaigns. Audrey is a member in good standing and has extensive experience as a professional graphic designer, social media pro and newsletter editor. Referred by Region 6 Director Cera Olson.

MOTION BY CERA OLSON, REGION 6 DIRECTOR; SECOND BY AMIE PERRYMAN, SECRETARY

Appoint **Audrey Rapp** (R6-MD) to the Marketing and Promotion Committee, effective immediately.

Motion passed by voice vote with 11 in favor, 0 opposed, 1 abstained (Mary Young), **0 recused, 1 absent** (Chris Stanko).

MARKETING – 2024 ZONE CHAMPIONSHIP LOGOS– Amie Perryman, chair presented zone logos for BOD review. BOD reviewed and approved 2024 Zone Championship Logos for the BOD approved Zone Championships (Eastern, Central, Western). No proposal has been submitted yet for a 2024 Central Zone Championship.

BOD also approved a monotone version.



MOTION BY KIKI PANTAZE, REGION 4 DIRECTOR; SECOND BY STEPHANIE HAYES, AT LARGE 2 DIRECTOR

Approve the 2024 Zone Championship Logos designed by the Marketing and Promotion Committee, effective immediately.

Motion passed by voice vote with 11 in favor, 0 opposed, 1 abstained (Mary Young), **0 recused, 1 absent** (Chris Stanko).

RULES – US RULES FOR WORKING EQUITATION – Jeanne Bond, chair asked the BOD to approve United States Rules for Working Equitation Revision 7.1. The Rules Committee has prepared Rev 7.1 to clarify some things that were added and correct some things missed in Rev 7. This revision affects the main body of the rulebook, Appendix B, and a very minor correction to a scoresheet in Appendix C. The changes from Rev 7 are still in red, as are the ones for Rev 7.1, but they are listed separately in the Preface. This revision represents the combined work of the Rules committee and the Senior judges. The date of issue will be changed to the date of actual release once it has been BOD approved.

MOTION BY ROBIN BOND, AT LARGE 1 DIRECTOR; SECOND BY KIKI PANTAZE, REGION 4 DIRECTOR

Approve the United States Rules for Working Equitation, Revision 7.1, effective immediately.

Motion passed by voice vote with 11 in favor, 0 opposed, 1 abstained (Mary Young), **0 recused, 1 absent** (Chris Stanko).

CORPORATE BUSINESS

INSURANCE – BOD to review and approve annual General Liability, Director & Officer, Licensed Officials (licensed Judges and Technical Delegates) and Accidental Death insurance policies/premiums as soon as policies and premiums are finalized. Insurance must be renewed by March 15, 2024.

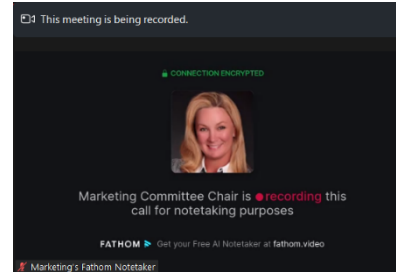
MOTION TABLED

Authorize President Doreen Atkinson to bind (4) insurance policies: Organization General Liability, Director & Officers Liability, Licensed Officials Liability and Licensed Officials Accidental Death and Dismemberment for an amount not to exceed \$[amount to be determined].

USAWE ZOOM ACCOUNT – AI FATHOM NOTETAKER – Doreen Atkinson, President
Amie Perryman, Secretary

Discussed a FREE 3rd party app (approved for use in Zoom) Fathom Notetaker setup Zoom License#2 by Secretary Amie Perryman. It provides a meeting transcript, summary, meeting purpose, action items, next steps and provides links to the recorded meeting.

Reach out to Amie Perryman for 1:1 tutorial.



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CLERICAL ASSISTANT – Kris Blacklock asked the BOD for the ability to cross-train (2) Clerical Assistants. **Kristine Strasburger** currently serves as the corporate account email administrator, is knowledgeable with PayPal invoicing, Membership and Horse Recording online payment. **Kathy Orr**, interviewed by the BOD (June 2023) is willing to serve as backup to Treasurer.

MOTION BY KIKI PANTAZE, REGION 4 DIRECTOR; SECOND BY SARA MACKENZIE, REGION 1 DIRECTOR

Appoint **Kristine Strasburger** (R3-NE) and **Kathy Orr** (R1-OR) as Clerical Assistants on an annual appointment thru November 30, 2024, effective immediately.

Motion passed by voice vote with 11 in favor, 0 opposed, 1 abstained (Mary Young), 0 recused, 1 absent (Chris Stanko).

ANNOUNCEMENTS – None.

ITEMS TO CONSIDER BY BOD

- 1.6 Communications Policy - BOD Policy Review March 6
- 1.16 Privacy, Copyright, Website Statement - BOD Policy Review March 6
- 1.7 Financial Oversight Policy – BOD Review Date TBD

NEXT MEETINGS:

POLICY REVIEW: Wednesday, March 6, 5pm Pacific

BOD MEETING: Wednesday March 13, 5pm Pacific. Agenda items due March 4.

Submit Agenda items using the online [Board Agenda Item Request Form](#)

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

Minutes captured by Clerical Assistant Kris Blacklock