



**USAWE Board of Directors Meeting Minutes**



**Meeting Date:** Wednesday, May 8, 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:** 2<sup>nd</sup> Wednesday each month held virtually via Zoom

**Agenda** sent 5.6.2024 and posted to USAWE.org > Corporate > Records > Meeting Minutes and filed in USAWE G-Drive > Board of Directors (BOD) > Board Meetings folder

**Minutes:** The 5.8.2024 Minutes were e-approved 05.18.2024 and posted to the USAWE.org > Corporate > Records > Meeting Minutes and filed in USAWE G-Drive > Board of Directors (BOD) folder

**NEXT MEETING – Wednesday June 12, 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	
<b>Regional Directors</b>			
R1 Director	Sara Mackenzie	P	
R2 Director	Mary Young	P after roll	
R3 Director	Chris Stanko		A Excused
R4 Director	Kiki Pantaze	P	
R5 Director	Sara Barnwell	P	
R6 Director	Cera Olson	P	
R7 Director	Pat Melton	P	
Clerical Assistant	Kris Blacklock	P	
Clerical Assistant	Kristine Strasburger	P	
Treasurer Assistant	Kathy Orr		A

Current # of Board members = 13 | 7 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 Doreen Atkinson P
Awards	Lynn Maloney	P		Marketing and Promotion	Amie Perryman P
Competitions	Kim Hillyer	Excused	A	Membership	Kate Steffes Excused A
Elections	Biddie Lowry	P		Professional Development	Sue Watkins P
Ethics	Dan Dahlke	P		Rules	Jeanne Bond P
Financial Oversight	Terri O'Neal	A		Website	Kristine Strasburger P
Horse Recording	Mindy Finelli	A		Youth Development	Kasey Riddle P
International	Kellee Campbell	P			
Task Force Leads in attendance for all or part of the meeting					
Bylaws Review	TBD	--		Strategic Planning	Doreen Atkinson P

Current # of Committee Chairs/Task Force Leads = 17; 13 in attendance.  
 Excused = notified Secretary and President in advance director (or chair) was unable to attend the meeting.

**USAWE Members who requested meeting attendance:** Leslie Martien (R3-CO), Tamla Nichols (R6-VA), Kimberlee Barker (R1-OR), Derrick Richardson (R5-MI)

**USAWE Members in attendance for all or part of the meeting:** Leslie Martien (R3-CO), Tamla Nichols (R6-VA), Kimberlee Barker (R1-OR), Derrick Richardson (R5-MI)

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

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Lynn Maloney, Awards Chair joined the meeting at 5:04 PM Pacific

AGENDA DISCUSSION ITEMS

CORRECTION TO 4.10.24 MINUTES to remove Jeanne Bond as Bylaws Task Force Lead and replace with 'To be Determined'. Jeanne was appointed to the committee due to knowledge and expertise of policies and does not have the bandwidth to be Bylaws Task Force Lead. Task Force (or BOD) to determine lead.

MOTION BY PAT MELTON, R7 DIRECTOR; SECOND BY SARA MCKENZIE, R1 DIRECTOR

**Motion:** Amend the 4.10.2024 Board of Directors Meeting Minutes to correct the Bylaws Committee Task Force Lead. Remove Jeanne Bond and replace it with 'To Be Determined'.

Motion passed by voice vote with 11 in favor, 0 opposed, 0 abstained, 0 recused, 2 absent (Mary Young, Chris Stanko).

MOTION TABLED; BYLAWS TASK FORCE TO MEET TO DETERMINE LEAD AND BRING APPOINTMENT TO BOD

**Motion:** Appoint [Name, R#-State] as Bylaws Committee Task Force Lead, effective immediately.

FINANCIAL REPORT: Treasurer Leesa Nero provided financials and bank reconciliations through April 30, 2024, Profit/Loss and Budget vs Actual Income/Expenses.

Cash Assets as of May 5<sup>th</sup> are as follows:

• U.S. Bank Checking #1.....	\$	2,476.90
• U.S. Bank Checking #2.....	\$	665.00
• U.S. Bank Savings Restricted Funds.....	\$	2,191.84 (1)
• U.S. Bank Money Market .....	\$	179,223.73 (2)
• PayPal Bank.....	\$	<u>4,184.76 (3)</u>
Total Cash Funds as of Aoril 5, 2024	\$	188,742.23

Previous Months Cash Funds Reported:

April 5, 2024	= \$189,134.03
March 8, 2024	= \$186,735.01
February 16,2024	= \$180,516.24
January 8, 2024	= \$184,580.88
December 26, 2023	= \$168,350.10

- (1) This Restricted Funds account has been set aside for Youth Scholarship Development carried over from 2023.
- (2) The IC T2W Central Zone Camp 1 report below shows the total IC Camp Income and Expenses from October 2023 through April 2024. The Final Income and Expenses for Camp 1 are reflected in the report.
- (3) There is currently \$ 4,184.76 in PayPal as of the date of this report with a transfer request pending.

UNFINISHED BUSINESS

FINANCIAL OVERSIGHT – REPLACE COMMITTEE CHAIR AND FOC POLICY REVIEW – Tracey Erway, President Elect

FOC Chair Terri O’Neal did not renew 2024 membership; a new committee chair needs to be appointed. Financial Oversight Committee Policy and Procedure review is past due (last committee to have BOD review). Jeanne Bond met with FOC in December to reformat 1.7 Financial Management Policy and 2.8 FOC P&P and Kris Blacklock assisted the committee in creating Quarterly/Annual Review Template and Financial Review Criteria.

Action Items Needed

- 1. Solicit volunteer and appoint new FOC Chair
- 2. Set date for BOD review of Financial Oversight 1.7 Financial Management Policy and 2.8 FOC Policy & Procedures



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BOD authorized Kristine Strasburger to support the Financial Oversight committee meeting setup and document filing; FOC figure head chair to be appointed by BOD based on the recommendation from the current committee.

### CORPORATE BUSINESS

None

### NEW BUSINESS

### COMMITTEE REQUESTS

#### VOLUNTEER OF THE MONTH – Tracey Erway, President Elect

Recommend recognizing volunteer efforts. Wish to recognize Phyllis Laderman who completed the 1st Qtr Financial Review.

Mary Young R2 Director joined the meeting 6:10 PM Pacific

**FINANCIAL OVERSIGHT – 2024 FINANCIAL REVIEW - 1<sup>ST</sup> QUARTER** review performed by Phyllis Laderman, FOC Member who provided 1<sup>st</sup> Qtr 2024 Quarterly Financial Review verbal and written to the BOD (quarterly review required by Bylaws). FOC recommended a blanket Expenditure form at the beginning of each year be authorized/filed for monthly, quarterly and annual subscription expenses. FOC commended Leesa Nero, Treasurer for her detailed accounting.

#### MOTION BY AMIE PERRYMAN, SECRETARY; SECOND BY MARY YOUNG, R2 DIRECTOR

**Motion:** Acknowledge and accept the 2024 1<sup>st</sup> Quarter Financial Review performed by the Financial Oversight committee.

**Motion passed by voice vote with 12 in favor, 0 opposed, 0 abstained, 0 recused, 1 absent (Chris Stanko).**

**INTERNATIONAL – COMMITTEE STRUCTURE** – Doreen Atkinson, President presented a proposal for BOD consideration regarding the International Committee Structure. This structure was put in place right after WAVE granted the protocol to the U.S. The rationale was to ensure that the President and Pres Elect would be involved in and ensure effective communication with WAVE. But after two years of experience, this structure has proven to be neither necessary nor effective for two reasons: (1) Communications with WAVE have been standardized with the President serving as the main point of contact, and (2) It is counterproductive to have rotating assignments on any operational committee; it means the committee is always having to train someone new, which limits their progress and output.

The work of the International Committee (IC) is of high interest to many of our members. It is especially important that communications with the USAWE membership be clear, consistent, and frequent to help deter rumors or complaints that thrive when effective communication is lacking. Having two additional permanent members of the committee will enhance the ability of the committee to perform its duties, including outward communication and handling the complex requirements associated with identifying and developing riders for international competition.

Recommend USAWE rescind the requirement for participation by the President and Pres Elect in this committee and direct the IC to identify their job requirements and begin a productive search for two permanent members.

Directors agreed the IC should recruit additional members with notice to membership and an application and interview process with BOD IC appointment approval. Discussion on the role of President and President Elect required to be on the IC vs. serving as advisory on this specific committee ensued and it was decided to separate this aspect of the motion from the motion at this time. The President and President Elect will remain on the committee for now. It was discussed that any members of the IC need to recuse themselves from International Team selection if they have a potential conflict of interest (e.g. interested in being on the team). Discussion on the amount of oversight by the board of President and President Elect on IC and other committees. As WAVE removed the requirement of the president to be the official delegate, we may choose to name any member (instead of replacing the President each year). Opportunity to recruit IC members with an interview to appoint members to ensure diversity.

7/13/2022	BOD	Approve the purpose and task description for an International Competition Task Force, titled USAWE International Task Force (version 2); and approve formation of the task force.
9/14/2022	BOD	Approve Christy Reich, Kellee Campbell, and Kiki Pantaze to serve on the International Competition Task Force along with the President and President Elect.
1/11/2023	BOD	Update the USA Policies and Procedures > Contents > 2. Procedures to include the following 'Other Committees (Task Forces)' approved by the BOD: International Competition Task Force, and Youth Development.
4/12/2023	BOD	Amend the 7/13/2022 motion "Approve the purpose and task description for an International Competition Task Force, titled USAWE International Task Force (version 2); and approve formation of the task force." to read: Approve the formation of and purpose and task description for an International Committee.

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

**Motion:** Amend the International 7/13/2022 motion, the 9/14/2022 motion, the 1/11/2023 motion, the 4/12/2023 and 2.10 International policy & procedures to allow two additional permanent members (such that IC P&P changes to 7 members) to be assigned who meet the qualification requirements for the IC.

**Motion passed by voice vote with 12 in favor, 0 opposed, 0 abstained, 0 recused, 1 absent (Chris Stanko).**

**INTERNATIONAL COMMITTEE - 2024 TRAIN TO WIN Training Camp #2 and #3** - *Kellee Campbell, Chair* announced the International Committee sent a targeted communication to members who have completed an Expression of Interest in International Competition; then after three (3) days, will send an eBlast event announcement and registration invitation to general membership for the two (2) upcoming International Committee Train to Win Training Camps (CA and TN). Also post both events on the International Program page of the usawe.org website. Western Zone Train To Win eBlast is in process. Eastern Zone Train To Win eBlast will be created and sent by May 27.

**MARKETING – UPDATE** - *Amie Perryman, Chair* provided Marketing update. Newsletters are an effective means of communicating to members. Seeking volunteers to assist Kasey Riddle, Youth Development Chair with BreyerFest and US Pony Club National Championships in Lexington, KY July 11- 21 booths and demos.

**CORPORATE BUSINESS**

**USAWE WAVE DELEGATE – WAVE GENERAL ASSEMBLY – MAY 7, 2024** – *by Doreen Atkinson, President* attended WAVE General Assembly on May 7, 2024 (one representative from each country to discuss and vote on WAVE Rules 2024 and WAVE Bylaws). WAVE no longer requires the President to be a country delegate. Preference is one consistent point of contact. 2024 WAVE Rules to be released with June 1, 2024 effective date. Master Rider must follow WAVE rules to qualify for World Championship competition. Each country can hold one qualifying WAVE judged show per year with riders riding the horse they regularly compete on.

**STRATEGIC PLANNING – MEMBERSHIP SURVEY** – *Tracey Erway, President Elect* asked the BOD to authorize the Strategic Planning team to create and email a BOD approved version of a survey to membership regarding competition/rule change possibilities to make joining and initial showing to be easier, more inviting and help USAWE grow and retain our membership. We feel some issues at the L1, maybe L2 levels are causing USAWE to seem uninviting, and we would like to create an easier transition to licensed shows from schooling shows.



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MOTION BY TRACEY ERWAY, PRESIDENT ELECT; SECOND BY KIKI PANTZE, R4 DIRECTOR

Motion: Authorize the Strategic Planning team to create and email a BOD approved version of a survey to membership regarding competition/rule change possibilities to make joining and initial showing to be easier, more inviting and help USAWE grow and retain our membership.

Motion passed by voice vote with 12 in favor, 0 opposed, 0 abstained, 0 recused, 1 absent (Chris Stanko).

ZOOM/WEBINAR USAGE – ONE meeting per time slot– Amie Perryman, Secretary reminded Zoom and Webinar can only hold one meeting held per time slot. Please ensure you do not set up a meeting when one is already scheduled for the same time slot on the same zoom license. Also recommend using Google Meets as there is no restriction for booking time slots.

REGIONAL DIRECTOR EDUCATIONAL OUTREACH – Sara Mackenzie, R1 Director asked BOD for clarification and discussion on regional director educational outreach to members. Sara started an R1 monthly education series using USAWE branded slides to provide a service to R1 members in role as R1 director and promote USAWE membership, member development and USAWE resources. The series has been extremely well received by R1 members. BOD discussed the role of regional directors, engagement with membership, use of zoom, use of USAWE branding and outside educational guest speaker disclaimer and branding.

- Regional Directors are elected members representing their regions are entitled to use USAWE branding; ask for quick review by the Marketing and Promotion committee.
Recommend using Google Meets instead of Zoom or Webinar licenses.
Recommend using USAWE licensed officials, professional instructors and committee chairs as guest presenters when relevant for topic content.
Currently, there is no approval process for providing regional educational sessions as long as there is a proper disclaimer for outside guest speakers and anything "judging" related should be approved by the LOC.
Encourage building relationships with prospective sponsors. Proper disclaimer for outside entities providing education or information on self-branded presentations is permitted.
The Regional and At-Large Directors are encouraged to keep their regions informed and engaged.

Robin Bond, At-Large 1 Director left the meeting 6:52 PM Pacific

EXECUTIVE SESSION – requested by President Doreen Atkinson 6:56 PM Pacific. Discussed communication issues, issue management strategies and actionable steps to resolve and prevent future problems. BOD recommended contentious discussions be recorded and/or bring in a BOD member to take notes and assist in resolving issue(s).

Table with 4 columns: Director, Attendance, Director, Attendance. Rows list directors (R1-R7) and their attendance status (P, A) along with other roles like At Large Director, Treasurer, Secretary, and President.

ANNOUNCEMENTS - None

ITEMS TO CONSIDER FOR NEXT MEETING

- Financial Oversight Committee chair appointment
Corporate Recurring Expenditure Request



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**NEXT BOD MEETING: June 12, 2024** - Submit Agenda Items using the online [Board Agenda Item Request Form](#) located on the usawe.org website > Corporate > Records page

**President Doreen Atkinson adjourned the meeting at 7:33 PM Pacific Time.**

Minutes captured by USAWE Kris Blacklock, Clerical Assistant, reviewed by USAWE Secretary Amie Perryman and BOD.