



USAWE Board of Directors (BOD) Meeting Minutes



Meeting Date: Wednesday, July 17, 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 07.15.2024 and posted to USAWE.org > Corporate > Records > Meeting Minutes > Elected Board Minutes and filed in USAWE G-Drive > Board of Directors (BOD) > Board Meetings folder by Secretary Amie Perryman

Minutes: 07.17.2024 Minutes were e-approved 07.21.2024 by the BOD and posted to the USAWE.org > Corporate > Records > Meeting Minutes > Elected Board Minutes and filed in USAWE G-Drive > Board of Directors

NEXT BOD MEETING – August 14, 2024 virtually via Zoom. Submit Agenda items using the online [Board Agenda Item Request Form](#) located on the usawe.org website > Corporate > Records page.

Board of Directors		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	To be appointed	–	–
R3 Director	Chris Stanko	P	
R4 Director	Kiki Pantaze	P	
R5 Director	Sara Barnwell	P	
R6 Director	Cera Olson	P- late to roll	
R7 Director	Pat Melton	P	
Non-Voting Assistant			
Clerical/Treasurer Assistant	Kris Blacklock		A - excused
Clerical/Treasurer Assistant	Kristine Strasburger	P	
Clerical/Treasurer Assistant	Kathy Orr	P	

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

BOD members in attendance at roll call = 10 | Quorum was established | BOD Meeting Attendance Log was updated.

Excused = notified Secretary and President in advance director (or chair) was unable to attend the 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 P
Awards	Lynn Maloney	P			Doreen Atkinson P
Competitions	Kim Hillyer	P		Marketing and Promotion	Amie Perryman P
Elections	Biddie Lowry	P		Membership	Kate Steffes P
Ethics	Dan Dahlke	P		Professional Development (co-chairs)	Sue Watkins A Seth Marshall A
Financial Oversight	Tamla Nichols	P		Rules	Jeanne Bond P
Horse Recording	Mindy Finelli	A		Website	Kristine Strasburger P
International Competition	Kellee Campbell	P		Youth Development	Kasey Riddle P
Task Force Leads in attendance for all or part of the meeting					
Bylaw Review	After P&P reviews	–		Strategic Planning	Doreen Atkinson P

Current # of Committee Chairs/Task Force Leads = 18; 15 in attendance.

USAWE Members who requested meeting attendance: Julie Alonzo (R1-OR)

USAWE Members in attendance for all or part of the meeting: Julie Alonzo (R1-OR); Amy Star (R2-AZ)

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



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BUDGET & FINANCIAL REPORT: Treasurer **Leesa Nero** provided USAWE financials and bank reconciliations through June 2024.

The month of June 2024 has been reconciled.

Cash Assets as of July 11th are as follows:

U.S. Bank Checking #1.....	\$ 18,019.01
U.S. Bank Checking #2.....	\$ 0.00 (4)
U.S. Bank Savings Restricted Funds.....	\$ 2,192.01 (1)
U.S. Bank Money Market	\$ 191,875.79 (2)
PayPal Bank.....	\$ 3,605.78 (3)
Total Cash Funds as of July 11, 2024,	\$ 215,692.59

Previous Months Cash Funds Reported:

June 6,2024 =	\$191,742.30
May 5,2024 =	\$188,742.23
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

VOLUNTEER RECOGNITION

UNFINISHED BUSINESS

FINANCIAL OVERSIGHT – STATUS OF FOC POLICY & 2ND QTR. FINANCIAL REVIEW – *Tamla Nichols, Chair & Jeanne Bond, Policies & Procedures*

Rationale: Discussion; no vote. Discussed status of when *2.8 Financial Oversight* policy will be ready for BOD review & *Jeanne Bond, Policies & Procedures*

2nd Qtr. FOC Financial Review is due; be prepared to present findings/report summary at August 14, 2024 BOD meeting.

R2 DIRECTOR VACANCY – INTERVIEW CANDIDATES – *Board of Directors*

Rationale: **Mary Young** – Region 2 Director (appointed RD Director by the BOD on 2/21/24) is moving to Region 1 (OR) mid-July. BOD to appoint replacement as the Regional Director position will become vacant per Article V Full Board of Directors, Section 2 Qualifications of Directors (pg. 14) stipulation that a Regional Director must maintain his/her residency in the region for which s/he was elected or appointed. R2 Director announcement was placed in June newsletter, Social Media and targeted email to R2 members soliciting membership to consider filling the vacancy.

(2) candidates who expressed interest in filling the vacancy. BOD to interview and vote on R2 Director appointment to fill vacancy thru November 30th during the July 12th BOD meeting

Candidates: **Stacey Lent** (R2-Arizona) and **Amy Star** (R2-Arizona) who expressed interest in filling the vacancy until November 30, 2024

DOREEN ATKINSON, PRESIDENT, MADE A MOTION; SARA MACKENZIE, R1 DIRECTOR, SECONDED

Motion #1: Appoint **Amy Star** (R2-AZ) to fill the remaining term as Region 2 Director through November 30, 2024.

→ **Motion passed by roll call vote with 12 in favor, 0 opposed, 0 abstained, 0 recused, and 0 absent.**



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ROLL CALL VOTE - REGION 2 DIRECTOR APPOINTMENT - AMY STAR

Director	Vote	Director	Vote
R1 Director – Sara Mackenzie	Y	At Large Director 1 – Robin Bond	Y
R2 Director – To be Appointed	–	At Large Director 2 – Stephanie Hayes	Y
R3 Director – Chris Stanko	Y	Treasurer – Leesa Nero	Y
R4 Director – Kiki Pantaze	Y	Secretary – Amie Perryman	Y
R5 Director – Sara Barnwell	Y	President Elect – Tracey Erway	Y
R6 Director – Cera Olson	Y	President – Doreen Atkinson	Y
R7 Director – Pat Melton	Y		

EDUCATION TASK FORCE – Tracey Erway, President Elect

Rationale: Discussion; no vote. Need committee description (purpose, composition, and # of members). Seek members for an Education Task Force - The board agreed to create an education task force to develop an overarching framework for the organization's educational efforts. This will involve assessing member needs, coordinating across committees, and building a learner-centric educational system. The board will solicit volunteers for the task force and have them present a proposal at a future meeting.

The board agreed to create an education task force to develop an overarching framework for the organization's educational efforts. This will involve assessing member needs, coordinating across committees, and building a learner-centric educational system. The board will solicit volunteers for the task force and have them present a proposal at a future meeting.

SARA MACKENZIE, R1 DIRECTOR, MADE A MOTION; TRACEY ERWAY, PRESIDENT ELECT, SECONDED

Motion #2 : Create a communication to solicit volunteer members for an Education Task Force

→ Motion passed by voice vote with 12 in favor, 0 opposed, 0 abstained, 0 recused, 1 absent.

NEW BUSINESS

VOLUNTEER COORDINATOR – JOB DESCRIPTION – Doreen Atkinson, President

Rationale: Volunteer Coordinator Job Description that was sent to the BOD immediately after the June 12th BOD meeting for editing. If Volunteer Job Description is approved, then a newsletter and social media announcement will be created/sent.

The board approved a job description for a new volunteer coordinator role, which will be responsible for streamlining the process of finding and placing volunteers for various tasks and committees. This is intended to better utilize the organization's volunteer base.

Sara MacKenzie and Tracey Erway will research the policies and procedures regarding the number of appointed positions and constraints around non-profit regulations.

PAT MELTON, REGION 7 DIRECTOR, MADE A MOTION; ROBIN BOND, AT LARGE DIRECTOR 1, SECONDED

Motion #3: Approve Volunteer Coordinator job description, effective immediately.

→ Motion passed by voice vote with 12 in favor, 0 opposed, 0 abstained, 0 recused, 1 absent.



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BOD CALENDAR – Tracey Erway, President Elect

Tracey thought we handled this at the last meeting. Doreen directed to table this until the next meeting.

Rationale: Discussion; no vote. Review ongoing BOD calendar of agenda items. BOD asked to review the timeline to see what needs to be added or revised.

NEW BUSINESS

COMMITTEES

MEMBERSHIP – APPOINTMENT(S) – Kate Steffes, Chair

Rationale: Fill membership committee vacancies.

Kate Steffes requested to Table this motion

Motion #4: Appoint **Elizabeth Pallardy** (R3-CO) as a member of the Membership Committee to replace **Amie Miller** (R2-AZ) and **Tracey Erway** (R1-OR) and reaffirm **Kate Steffes** (R3-CO) as chair and **Jacqueline Ely** (R6- PA) and **Willa Rose** (R1-ID) as members of the Membership Committee, effective immediately.

→ **Motion Tabled**

CORPORATE

MEETING RECORDINGS – Amie Perryman, Secretary

Rationale: The USAWE Webinar license and both Zoom licenses offer meeting recording which is captured through either the USA Working Equitation corporate account (Webinar and Zoom License #1) or the Secretary corporate account (Zoom License #2).

Secretary Amie Perryman has been using AI Fathom to record BOD and committee meetings. If AI Fathom (instead of Zoom recording) is used to record USAWE BOD meetings and capture AI generated minutes, a USAWE corporate account should be similarly set up and used (not Marketing@usawe.org, not a personal AI account, etc.). Corporate G-Drive *Board of Directors (BOD) folder for BOD meeting recordings currently only has 4.10.24 BOD Agenda & Business recording. All BOD meeting recordings must be owned and filed within the corporate G-Drive folder. If BOD meetings are being recorded, then record needs to be retained on corporate G-Drive.

Discussion: Fathom AI is a 3rd party app inside Zoom and can be used for free by any of our members when recording their meetings. As with regular Zoom recordings, they must be downloaded after the meeting and deleted from the Zoom cloud account and then uploaded to their respective G-Drive folder. The Fathom AI can be upgraded to include more detailed notes and action items. These can also be downloaded and then saved in the Drive for reference and help in collecting accurate minutes. The marketing account in use (trial) by Amie Perryman is currently being paid by herself and is within the marketing budget to be reimbursed as per usual expenditures.

Amie Perryman requested to Table this motion

Motion #5: Authorize the setup and use of an USAWE AI Fathom corporate account to record meetings at a cost not to exceed \$###.

→ **Motion Tabled**



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HARASSMENT POLICY – Tracey Erway, President Elect

Rationale: Discussion only; no vote at this meeting. Discussed adding a Harassment Policy to Policies/Procedures for BOD. Recommend that we consider the regulations for Colorado State non-profits and review at a separate policy review meeting. Content to be sent to Jeanne Bond for formatting.

COMMUNICATIONS COORDINATOR – Tracey Erway, President Elect

Rationale: Right now, our messaging is not well unified and as the organization continues on, this position will consolidate and focus our messaging to help grow our brand and visibility as an organization. We are a bit committee centric in our communications and it's not about our committees, it is about USAWE. Just as the LOC has demanded to review (and rightly so) all matters pertaining to how judging is perceived and released before anything can be released to our members or public, this Coordinator of Communications will be responsible for the consolidation and review of individual committee messaging and information being released (including that from the LOC by the way). They will not be responsible for the content, but will be responsible for the messages regarding the content. It is possible that each committee that releases information could have their own committee communications manager, but the information would still be reviewed, edited if necessary, and approved by the Communications Coordinator. They will also create talking points for the BOD to follow so that information from the BOD is consistent and clear.

Tracey Erway, President Elect, made a motion; Sara Barnwell, R5 Director, seconded

Motion #6: Approve Communications Coordinator job description and solicit applications from membership

→ **Motion passed by voice vote with 12 in favor, 0 opposed, 0 abstained, 0 recused, 1 absent.**

CUSTOMER MANAGEMENT SYSTEM – Kristine Strasburger, Clerical Assistant

Rationale: Discuss setting up a Customer Management System (CMS) this summer to be ready for the upcoming membership year. This process will take several months. This expense has not been included in the 2024 budget.

This will integrate with Membership, Horse Recording, Treasurer, Website, Administration, Marketing (Newsletter) and save countless volunteer hours of work in many areas, and also save money by allowing us to eliminate some of the services we pay for (Mailchimp, Event Calendar).

TABLED UNTIL FACT SHEET PRESENTED - MAY GO TO E-VOTE AFTER THAT

Motion #7: USAWE to approve the selection and implementation of a Customer Management System (CMS) within the budget of the Corporation Administration, not to exceed \$5,000 for start-up and first year of service.

→ **Motion Tabled**

WAVE – CHAMPIONSHIP QUALIFIERS - Kellee Campbell, International Chair

Rationale: The Western Zone Championship falls too early in the show season (September 20-22, 2024) to offer a WAVE Championship Qualifier at that event; however, this show will offer an "International competition".

Kellee reported on WAVE Championship qualifying events status. For 2024, USAWE is allowed 1 WAVE Qualifying event after September 2024 so the Eastern Zone Championship will be this "Qualifier" for 2024. Competitors may enter the Eastern Zone Championship Show or the regular licensed show at Bulls Gap, TN held October 3-6, 2024.



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To earn a WAVE Championship Qualified score ($\geq 62\%$), rider-horse pairs do not have to have qualified within the regions for the Eastern Zone USAWE Championships; they can compete in the Licensed Show which will be judged by a WAVE judge from a different country than the United States.

ANNOUNCEMENTS

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

- Membership Committee - Appointment(s)
- Meeting Recordings
- Customer Management System (CMS) factsheet and motion #5 above tabled until review of factsheet.

BOD ACTION ITEMS

- 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. (5/8/24 BOD Vote)
- 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. (5/8/24 BOD Vote)
- Add 'Purpose of the Test' to the GIRA generated Dressage (L1-L6) and EOH (L1-L7) tests. (6/12/24 BOD Vote)
- Change USAWE banking from U.S. Bankcorp to JP Morgan Chase Bank, N.A., as soon as possible. (6/12/24 BOD Vote)
- Authorize Doreen Atkinson (President), Tracey Erway (President-Elect), Amie Perryman (Secretary) and Leesa Nero (Treasurer) as USA Working Equitation account signers on all accounts at JPMorgan Chase Bank, N.A., effective July 1, 2024. Authorize Leslie Martien, Registered Agent of USA Working Equitation to make deposits to the USA Working Equitation accounts. (6/30/24 eVote)
- Authorize opening a 2-Month Term Certificate of Deposit (CD) at JPMorgan Chase Bank, N.A. for the majority of USAWE surplus funds (to be transferred to USAWE accounts as necessary); CD term starting July 1, 2024. (6/30/24 eVote)
- Authorize opening a 2-Month Term Certificate of Deposit (CD) at JPMorgan Chase Bank, N.A. for additional surplus USAWE funds (to be transferred to USAWE accounts as necessary); CD term starting August 1, 2024. (6/30/24 eVote)
- Authorize opening (2) two Credit Cards at JPMorgan Chase Bank, N.A. (one for President during term in office, one for President-Elect during term in office) not to exceed a \$5,000 credit limit, by August 30, 2024. (6/30/24 eVote)
- Authorize opening a Checking Account at JPMorgan Chase Bank, N.A. by August 30, 2024. (6/30/24 eVote)
- Authorize closing all USAWE bank accounts after all funds have been transferred from USBank to JPMorgan Chase Bank, N.A. (6/30/24 eVote)
- **DUE 8/14/24:** Financial Oversight 2nd Quarter Financial Review (7/17/24 BOD reminder)
- **PAST DUE** - Financial Oversight Policy BOD review (7/17/24 BOD reminder)



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- Solicit applications and Appoint Volunteer Coordinator (7/17/24 BOD Vote)
- Solicit applications and Appoint Education Task Force (7/17/24 BOD Vote)
- Solicit applications and Appoint Communications Coordinator (7/17/24 BOD Vote)

President Doreen Atkinson adjourned the meeting at 6:56 PM, Pacific Time.

Minutes submitted by USAWE Secretary, Amie Perryman.