



USAWE Board of Directors Meeting Minutes



Meeting Date: Wednesday, June 12, 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 6.10.2024 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 5.18.2024 and posted to the USAWE.org > Corporate > Records > Meeting Minutes and filed in USAWE G-Drive > Board of Directors (BOD) folder

NEXT MEETING – NOTE DATE CHANGE– Wednesday July 17, 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	Mary Young	P	
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	
Clerical Assistant	Kris Blacklock (Info@usawe.org)	P	
Clerical Assistant	Kristine Strasburger (Clerical@usawe.org)	P	
Treasurer Assistant	Kathy Orr (TA@usawe.org)		A

Current # of Board members = 13 | 7 BOD members required for Quorum.
 # BOD members in attendance at roll call =13 | Quorum was not 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 Doreen Atkinson	P P
Awards	Lynn Maloney	P		Marketing and Promotion	Amie Perryman	P
Competitions	Kim Hillyer	P		Membership	Kate Steffes	P
Elections	Biddie Lowry	A		Professional Development	Sue Watkins	A
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 Competition	Kellee Campbell	P				
Task Force Leads in attendance for all or part of the meeting						
Bylaws Review	No lead appointed	--		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: Dawn Mallett (R7-SC)

USAWE Members in attendance for all or part of the meeting: Tamla Nichols (R6-VA)

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

FINANCIAL REPORT: Treasurer Leesa Nero provided financials and bank reconciliations through May 31, 2024 and Budget vs Actual Income/Expenses.



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Financial Summary through May 31, 2024 (Note Total Cash Funds as of May 31, 2024 (not April 5, 2024))

Cash Assets as of June 6th are as follows:

- U.S. Bank Checking #1..... \$ 5,609.02
- U.S. Bank Checking #2..... \$ 665.00
- U.S. Bank Savings Restricted Funds..... \$ 2,191.93 (1)
- U.S. Bank Money Market \$ 181,281.24 (2)
- PayPal Bank..... \$ 1,995.11 (3)

Total Cash Funds as of April 5, 2024 \$ 191,742.30

Previous Months Cash Funds Reported:

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

OLD BUSINESS

FINANCIAL OVERSIGHT – Chair Appointment – Tracey Erway, President Elect

Rationale: The Financial Oversight committee met May 15 and recommended current FOC committee member **Tamla Nichols** (R6-VA) be formally appointed as FOC chair who replaces former FOC chair **Terri O’Neal** (currently an unrenewed USAWE member). *Article VII, Section 4 Financial Oversight Committee* (pg. 24) of the Bylaws stipulate the FOC is a standing committee. *Article VII, Section 11 Committee Chairs* stipulates 1 (one) member of each committee shall be selected/appointed chair by the BOD.

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

Motion 1: Appoint **Tamla Nichols** (R6-VA) as chair of Financial Oversight committee and reaffirm **Katherine Adams** (R2-CA), **Barbara Crawford** (R2-CA), **Brittney Flowers** (R1-MT), **Phyllis Laderman** (R2-CA) as committee members, effective immediately.

Motion Passed by voice vote: 13 in favor, 0 opposed, 0 abstained, 0 recused, 0 absent.

CORPORATE BUSINESS

RECURRING EXPENSES – 2024 RECURRING EXPENDITURES REQUEST - Leesa Nero, Treasurer

Rationale: BOD to annually approve ‘subscriptions’, banner orders, name badges and other recurring expenses, ensure approval is on file for the FOC Financial Reviews and recurring expenses are documented within the list of USAWE Corporate Assets that denotes recurring expenses paid by USAWE PayPal MC Debit Card xxx0722.

Copies of receipts for ANY and ALL charges (made to the PayPal debit card by any individual) needs to be submitted to the Treasurer when the charge is made with a clear explanation as to which Committee it applies to and what the charge is for. That way the Treasurer can corroborate the expense that shows up in the PayPal statements with receipt copies to then make the manual entry in QuickBooks; and the FOC can include in their financial review.

BOD to review budgeted recurring expenses annually.

MOTION BY LEESA NERO, TREASURER; SECOND BY CHRIS STANKO, R3 DIRECTOR

Motion 2: Approve the 2024 Recurring Expenditures Request, effective January 1, 2024, and file in Corporate > Expenditures G-Drive folder. Receipts required for all expenditures.

Motion Passed by voice vote: 13 in favor, 0 opposed, 0 abstained, 0 recused, 0 absent.

NEW BUSINESS**EDUCATION TASK FORCE** – by Tracey Erway, *President Elect*

Rationale: Education is an area where USAWE has no specific program or direction. Education for some members or groups of members is approached in a few committees (i.e. AOs, LOs and PIs), but there is no overarching guide for the overall USAWE membership. I would like to propose that we create an Education Task Force to create a draft presentation of what education in general could look like in USAWE, how it might be structured, approached, reviewed, measured for success - or not. Task Force to review and use the September 2023 [Survey – Educational Benefits Interest Roadmap Responses](#) and [Survey Results](#) to determine what is possible, what is needed, what our membership wants. Use the newsletter, social media and eNewsletter to solicit committee members.

Board discussed and agreed to create an education committee member job description and a task force description and timeline for report out to be approved by motion in July. These should be added to the AR (ACTION REQUIRED) list and automatically added to the agenda for July. Tracey Erway and Jeanne Bond will draft the job description.

Article VII, Section 9 Other Committees stipulates “The Board may establish any other committees it deems appropriate, including any number of working committees and advisory committees. These shall all be “non-Board committees” which shall not have the power to make Board-level decisions, authorize expenditures, adopt budgets, set policy, or establish programs. Such committees shall be established by a resolution adopted by the Directors present at a properly called meeting. Any qualified USAWE member may be appointed as a member of such a committee, whether or not that person is a member of the Board of Directors. Chairs of these committees are responsible for making recommendations for committee appointments to the Board of Directors.”

MOTION TABLED

Motion 3: Create an Education Task Force tasked with creating a committee description, committee job description and representation from Professional Development and Licensed Officials.

RULES, LICENSED OFFICIALS & COMPETITION (GIRA DRESSAGE & EOH TESTS) - by Tracey Erway, *President Elect*

Rationale: The judging staff feels it would be very helpful and educational to competitors to have the ‘Purpose of the Test’ objectives of the level of test be printed on the Dressage and EOH tests which are handed back to the riders. Our competitors really do not understand this and we need to judge more effectively to these requirements and have competitors understand these requirements. Judges would like to reference these during scoring. This enhancement request was approved last year (original funding request was \$400); therefore, we would like to revisit as it continues to show it is important.

\$270 USD quote from the Gira administrator to add the objectives of the level to each Dressage (L1-L6) and EOH (L1-L7) scoresheet. Note: L7 Masters is a WAVE scoresheet and does not list the ‘Purpose of the Test’. Original funding request was \$400. Note: USAWE EOH tests currently do not have ‘Purpose of the Test’.

MOTION BY TRACEY ERWAY, PRESIDENT ELECT; SECOND BY MARY YOUNG, R2 REGIONAL DIRECTOR

Motion 4: Approve **\$270.00** expense to add ‘Purpose of the Test’ to the GIRA generated Dressage (L1-L6) and EOH (L1-L7) tests.

Motion Passed by voice vote: 13 in favor, 0 opposed, 0 abstained, 0 recused, 0 absent.

MARKETING AND PROMOTION – Amie Perryman, *Chair*

Breyerfest: July 11-14, 2024

- 3 Demonstration Days
- 1 Additional insured (Kentucky Horse Park)

US Pony Club Event: July 15-22, 2024



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- 8 Demonstration Days
- 1 Additional Insured (US Pony Clubs)

Event Insurance - USAWE Youth Development committee (USAWE Working Equitation demo for BreyerFest and the US Pony Club demo) be added as an additional insured to the USAWE policy Club Events Equisure policy# B123062045A24-USAWO-1 at a cost of \$401.70.

Location: Kentucky Horse Park

Added Insured: US Pony Clubs, 4041 Iron Works Pkwy, Lexington, KY 40511

BreyerFest will be from July 11-14. The 11th is a mov-in day and a practice ride. USAWE will have a booth from the 12-14. We will do one demonstration on each day 12th, 13th and the 14th. The barn is also open for spectators to come meet and greet.

US Pony Club move in day is the 15th and we will have a booth open from the 16th-22nd. The 21st and 22nd we will have a 1hr demonstration on each day.

MOTION BY AMIE PERRYMAN, SECRETARY; SECOND BY SARA MACKENZIE, R1 REGIONAL DIRECTOR

Motion 5: Approve **\$401.70** expense to add (12) twelve Booth/Demo/Practice Days and (1) one additional insured for US Pony Club to the USAWE insurance policy **USAWO-1**

Motion Passed by voice vote: 13 in favor, 0 opposed, 0 abstained, 0 recused, 0 absent.

PROFESSIONAL DEVELOPMENT – CO-CHAIR APPOINTMENT – *Sue Watkins, Chair*

Rationale: To balance the workload, the Professional Development committee composed of Sue Watkins, Chair and members Nicole Chastain, Stephanie Hayes, Michelle Lackey, Seth Marshall and Rose Watt, the committee is requesting the BOD appoint Seth Marshall as co-chair. *Article VII, Section 11 Committee Chairs* stipulates 1 (one) member of each committee shall be selected/appointed chair by the BOD.

MOTION BY STEPHANIE HAYES, AT LARGE DIRECTOR 2; SECOND BY ROBIN BOND, AT LARGE DIRECTOR 1

Motion 6: Appoint **Seth Marshall** (R4-OK) co-chair of the Professional Development committee, effective immediately.

Motion Passed by voice vote: 13 in favor, 0 opposed, 0 abstained, 0 recused, 0 absent.

YOUTH DEVELOPMENT – CHAMPIONSHIP SCHOLARSHIPS – *Kasey Riddle, Chair*

Rationale: Youth Development Championship Scholarship Proposal - \$250 per youth applicant would reach the largest number of youth members with enough impact to aid the youth in attending the zone championship shows in 2024.

The \$250 proposed amount would aid 28 youth in attending a Championship show ($\$7191 / \$250 = 28.7$ youth).

Historically, the scholarship has covered the entire entry fee cost. There was an original donation of \$10,000 to aid in the entry for the youth to the Championship shows. There is currently \$2,191 left from this donation.

With the dramatic increase in entry cost AND the rise in youth members, the YDC anticipated that the scholarship would soon be depleted.

To aid in helping the scholarship (and other programs) reach more youth, the organization implemented youth membership dues in 2024. Along with this, the YDC put \$5,000 into our approved budget to aid in the Scholarship Program. It is the hope of the YDC, in the future, that the youth membership dues will replace the need to ask for organizational money to fund the Championship Scholarship Program.



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The Youth Development committee had several different options we discussed on the most impactful and fairest way that we could disperse the money to the applicants. We arrived at the decision of an equal amount for every applicant. This equal amount is so we could serve as many youth as possible, as well as the ease of tracking and mainstreaming the reimbursement process. If the amount was not equal for all applicants, it would be a tracking nightmare as even within the same show the entry cost can vary by \$200 based on the entry date.

The intention of setting the recipient amount to \$250 is to serve as many youth as possible so more youth members can receive aid to attend the Championship shows.

USAWE currently has 74 youth members (the most to date by this time of the year!)

There is a large discrepancy between the zone show costs in 2024.

Costs for 2024 Championships:

Western Zone-	Entries by	June 1-	\$525 (\$375 entry only)
		Aug 1-	\$625 (\$475 entry only)
		Sept 1-	\$725 (\$575 entry only)

Eastern Zone-	L1-	(\$250)
	L2 and up-	(\$300)

We have \$2191.41 of donated funds to use for the scholarship. We have \$5000 of board approved funds for use for the scholarship. If the scholarship continues to cover the entire entry fee; we may only be able to help 12 youth attend championships. ($\$7191/\$575=12.5$ youth)

MOTION BY KIKI PANTAZE, R4 DIRECTOR; SECOND BY SARA BARNWELL, R5 DIRECTOR

Motion 7: Set the Youth Championship Scholarship recipient amount to \$250 per applicant for 2024. Recipient award amount may be revisited with the implementation of the "Regional Championship Shows" at the beginning of 2025.

Motion Passed by voice vote: 13 in favor, 0 opposed, 0 abstained, 0 recused, 0 absent.

BANK ACCOUNTS – BANK CHANGE FROM US BANCORP TO JP MORGAN CHASE, N.A.– Leesa Nero, Treasurer

Rationale: There are nice features with our current bank, U.S. Bank, but we are running into issues when it comes to the changing of our officers every year. Early on someone was able to connect with Julio at a branch in CO to have him serve as our bank contact. At first, we were able to send him our BOD Minutes announcing and approving our new BOD after each election. He would then take the minutes and create the necessary bank documents for the officers going off and coming into the BOD via DocuSign. Once they were completed and signed by the parties, he would change the list of our "signers". He was contacted after the November 2023 elections to make the necessary changes. At that time, he also stated we would need to call Online Banking Support, on a 1-800 number, to make future changes as he was not the one to contact for this service any longer. Come to find out he never did make the changes to our account with U.S. Bank based on the 2023 election results. In calling the number given to us U.S. Bank has informed us that the outgoing and incoming officers will need to go to their nearest branch to either be removed/added as signers OR everyone would need to participate together in a Virtual Appointment with the bank to accomplish this; but they are running 3-4 months out for these appointments.

Currently there are no U.S. Bank branches in the states of our President and President Elect to make the changes for this year. Based on this problem, as Treasurer, I search for banks with branches in all states. Bank of America came up with branches in



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all 50 states but with them the officers going out and the officers coming in would have to physically go TOGETHER to a branch to update the signage cards which of course is also a problem as outgoing and incoming officers may well be in different states. The next option I found was Chase Bank which has branches in 48 states, but not in Alaska or Hawaii. The next was Wells Fargo in 39 states. So based on this I called my local Chase Bank Branch and was able to ask them several key questions. I was also told they would have a Business Relationship Manager call me the next day to go into more detail as to what they offer in comparison to what we have now. In fact, I spoke with Chris George, from Chase Bank, the very next morning who indicated he would be our Business Relationship Manager. He would be our point of contact as he works from home and not in a branch. He went on to say by maintaining at least \$100,00.00 in Chase we would fall under their Platinum program and be able to call upon him to assist us as needed. He would also be able to provide us with the ability to use DocuSign which can help us in that it will save time, and trips to branches, for changing of officers. I told him about how we work with PayPal, QuickBooks and our bank. When asked questions the following is a comparison between what we have with U.S. Bank and what Chase can do for us:

1. If we use Chase the bank can be set up in QuickBooks (just like U.S. Bank now) to receive payments from invoices sent out. Chase will also allow us to receive payments through Zelle and there is no fee for this. We would also set Chase up in PayPal to transfer from PayPal to Chase as needed.
2. We can have a checking and savings account, but they don't have money market accounts like the U.S. Bank. However, we can have a short-term CD, for as little as 2 months, which is now earning 4.64%. A 9-month CD is currently at 4.75%. As of the end of April our Money Market with the U.S. Bank was at 4.07%. While most of our funds are currently held in the money market with Chase, we could possibly put around \$150,000.00 in a 2-month CD, keeping around \$35,000 to \$38,000 in checking or savings for everyday expenses. At the end of the 2-month period we see if we need to transfer funds from the CD to work with or allow it to continue to grow and renew it for 2 more months. Our restricted Youth Development Funds could sit in either a savings or checking account.
3. He could not give a limit on having a couple of credit cards, probably not very high which might be a good thing anyway, but we would be able to go online to remove an officer for the card/s and then get new cards for the new officers. Or he suggested just keeping the cards we have with the U.S. Bank. I'm not in favor of this as then there are 2 banks to deal with every month and would still have issues with changing our officers on those cards.
4. We can still do Bill Pay through them online and they guarantee they send the checks within 5 business days. He said the checks do not have our banking info on them for security reasons and should a check not be received we can go online to cancel the initial check and issue another one.
5. We can do ACH transfers within the US and Internationally. We pay for insurance, Gira and foreign judges via ACH. We can do 4 ACH transfers a month without incurring any bank fees. For foreign judge and Gira payments he suggested "wire transfers" which here again are free if less than 4 per month. U.S. Bank charges us \$85.00 for international ACH payments. So that would be money saved.
6. With regards to receiving paper checks the Treasurer could use the mobile app or either make a trip to the branch to deposit or, if we start to receive a multitude of checks, Chase will provide a check scanner (at no charge) to the Treasurer that scans the checks and deposits them via online. There are several branches in Boulder, CO so Leslie, who still gets checks sometimes too, can go to a branch or use the mobile app as she does now

MOTION BY LEESA NERO, TREASURER; SECOND BY CERA OLSON, R6 DIRECTOR

Motion 8: Change USAWE banking from U.S. Bankcorp to JP Morgan Chase Bank, N.A., as soon as possible.

Motion Passed by voice vote: 13 in favor, 0 opposed, 0 abstained, 0 recused, 0 absent.

BOD CALENDAR – by Tracey Erway, President Elect

Rationale: Review ongoing BOD calendar of agenda items and review structure.

Discussion; no vote. BOD asked to review to see what needs to be added or revised.

ACTION ITEMS - All

1. What is the status of Policies & Procedures? (see below)

<p>Status of Policy and Procedure Revisions Corporate – preliminary approval 8/2/23; 8/9/23 Affiliate Organizations - preliminary approval 3/15/23 Awards – preliminary approval 7/5/23 Professional Development (fka Coaches Network) - preliminary approval 5/3/23; updated 7/10/23; 3/24/24 Communications - preliminary approval 3/6/24 Competitions - preliminary approval 5/3/23 Elections - preliminary approval 7/5/23 Ethics - preliminary approval 4/5/23</p>	<p>Financial Oversight – need BOD review Horse Recording - preliminary approval 4/5/23 International - preliminary approval 9/6 Licensed Officials - preliminary approval 9/6 Marketing and Promotion – preliminary approval 10/18/23 Membership - preliminary approval 5/3/23 Rules - preliminary approval 8/16 Website - preliminary approval 3/15/23 Youth Development - preliminary approval 8/16</p>
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2. When is strategic planning going to review its plan with the board for approval?
On target. Plan to meet with each committee within the next (2) two months; then bring strategic plans to BOD.
3. When is the bylaws task force reporting out and what is the status?
Bylaws Task Force is 2/3 completed in reviewing Bylaws and goal is to have revisions to the BOD by Sept 1 with a special meeting to review proposed revisions; then 45-day member review period; then final BOD review.
4. Are the committees spending according to their budgets?
Recommended to move this question to the monthly Committee Working Sessions.
5. What is the status of the International committee’s member additions?
Job Descriptions for adding (2) two new committee members approved by the BOD are in process. Applications and Interviews to be held with recommendations of new committee members brought to the BOD for January 2025 appointment. Members of the BOD requested to be able to view applications and job descriptions.

ANNOUNCEMENTS

Mary Young – Region 2 Director 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.

Formal resignation effective July 14, 2024 was received by the Full Board after the meeting (7:04 PM Pacific 6.12.2024).

SECTION 2. QUALIFICATIONS OF DIRECTORS

- A. Nominees for positions on the Full Board of Directors must be U.S. Adult members in good standing at the time of nomination and must maintain their membership in good standing throughout their term of office.
- B. **Special Requirement for Regional Directors.** A Regional Director must maintain his or her residency as defined by state or territorial law of said Regional Director, in a state or territory within the region for which he or she was elected or appointed. At any time that a Regional Director representing a geographic region changes his or her residency from inside to outside the region, as defined by the law of the state or territory where said Regional Director resides, he or she must resign his/her position as Regional Director. If he/she does not resign, he/she is subject to removal by the Full Board of Directors. The vacancy thus created shall then be filled as provided by these Bylaws.

ITEMS TO CONSIDER FOR NEXT MEETING

Volunteer Coordinator – President Doreen Atkinson and Jeanne Bond (R6-MD), Policy & Procedures to develop job description, social media and news article announcement.

Ethics Trends – BOD requested an Executive Session be held during the July 17, 2024 BOD meeting and invite Ethics Chair Dan Dahlke – 2/3 Voice Vote held per Bylaws (Article V Full Board of Directors, Section 15 Executive Session Meetings, pg. 19-20).



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Director	Vote	Director	Vote
R1 Director – Sara Mackenzie	Yes	At Large Director 1 – Robin Bond	Yes
R2 Director – Mary Young	Yes	At Large Director 2 – Stephanie Hayes	Yes
R3 Director – Chris Stanko	Yes	Treasurer – Leesa Nero	Yes
R4 Director – Kiki Pantaze	Yes	Secretary – Amie Perryman	Yes
R5 Director – Sara Barnwell	Yes	President Elect – Tracey Erway	Yes
R6 Director – Cera Olson	Yes	President – Doreen Atkinson	No
R7 Director – Pat Melton	Yes		

→ **Executive Session to be held Wed July 17, 2024 per 2/3 majority roll call vote with 12 in favor, 1 oppose, 0 abstain, 0 recuse, 0 absent.**

NEXT BOD MEETING: July 17, 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 6:48 PM, Pacific Time.

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