



## USAWE Board of Directors (BOD) Meeting Minutes



**Meeting Date:** Wednesday, Aug 14, 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 08.11.2024 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:** 8.14.2024 Minutes were e-approved 08.26.2024 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 – September 11, 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	Amy Star	P	
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	
Non-Voting Assistant			
Clerical/Treasurer 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 = 12 | 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 Malone	P			Doreen Atkinson P
Competitions	Kim Hillyer	P		Marketing and Promotion	Amie Perryman P
Elections	Biddie Lowry	P		Membership	Kate Steffes A
Ethics	Dan Dahlke	P		Professional Development (co-chairs)	Sue Watkins A
					Seth Marshall A
Financial Oversight	Tamla Nicols	P		Rules	Jeanne Bond P
Horse Recording	Mindy Finelli	P		Website	Kristine Strasburger P
International	Kellee Campbell	P		Youth Development	Kasey Riddle P
Task Force Leads in attendance for all or part of the meeting					
Bylaw Review				Strategic Planning	Doreen Atkinson P

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

**USAWE Members who requested meeting attendance:** Jane Renner (R7-TN), Julie Alonzo (R1-OR), Mary Young (R1-OR), Paula Arbuthnot (non-member-MO), Rose Watt (R6-PA), Sara McColm (R1-OR)

**USAWE Members in attendance for all or part of the meeting:** Jane Renner (R7-TN), Julie Alonzo (R1-OR), Rose Watt (R6-PA)



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

**FINANCIAL REPORT:** Treasurer Leesa Nero reported that USAWE financials and bank reconciliations through July 2024 were not ready (Treasurer was on vacation) and would be emailed in the next week.

*MOTION BY AMY STAR, REGION 2 DIRECTOR; SECONDED BY SARA MACKENZIE, REGION 1 DIRECTOR*

**Motion #1:** Accept the Treasurer's report as read with the request to approve written report to be submitted in two weeks.

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

### UNFINISHED BUSINESS

#### FINANCIAL OVERSIGHT – 2ND QTR FINANCIAL REVIEW & FOC Policies/Procedures

**Discussion:** 2.8 Financial Oversight Committee Policy/Procedure is also past due and BOD review needs to be scheduled. The Committee Chair reported that the 2<sup>nd</sup> Quarter report would be submitted by the Sept 11, 2024 BOD meeting.

Per an 8/8/24 email from *Tamla Nichols, Chair*, the 2nd Qtr. 2024 Quarterly Financial Review (required by Bylaws) was not completed in April by the FOC and no report was prepared for Aug BOD meeting. FOC needs to schedule a Policy/Procedure Review with Jeanne Bond and BOD and needs to provide a 2nd Quarter Financial Review by Sept BOD meeting and schedule committee meetings to get back on track.

**1st Qtr.** Financial Review (Jan - Feb - Mar) - to conducted by FOC in April; report due to BOD in May

**2nd Qtr.** Financial Review (Apr - May - Jun) - to conducted by FOC in July, report due to BOD in Aug

**3rd Qtr.** Financial Review (Jul - Aug - Sep) - to conducted by FOC in Oct, report due to BOD in Nov

**4th Qtr.** Financial Review (Oct- Nov - Dec) - to conducted by FOC in Jan, report due to BOD in Feb (includes Annual Review)

#### POLICIES AND PROCEDURES - Jeanne Bond

Discussion regarding publishing of provisionally approved Policies and Procedures. Jeanne Bond, Chair of Rules Committee will concentrate the completed Policies and Procedures that have been provisionally approved and submit to the BOD for final approval and publishing on the website.

*MOTION by SARA MACKENZIE, REGION 1 DIRECTOR, SECONDED BY SARA BARNWELL, REGION 5 DIRECTOR*

**Motion #2 :** Publish on the USAWE website, most current board approved Policies and Procedures and remove outdated documents from the website effective immediately. Post all BOD approved Policies & Procedures to [usawe.org](http://usawe.org) > Corporate Records with changes reviewed and approved as needed. A formal BOD review of all Policies & Procedures conducted within a 3-year timeframe.

→ **Motion Passed by voice vote: 10 in favor, 1 opposed, (Amy Star), 0 abstained, 0 recused, 1 absent.**

#### ETHICS TRENDS – Tracey Erway, President Elect

**Discussion:** Suggestions made by the Ethics committee in a letter sent to BOD May, 20204, to be implemented.

Read the minutes from the previous BOD meeting at the start of each month's meeting. Develop a review process for Policies and Procedures, annual review of each committee's budget. Develop a plan to review committees' stated purpose, goals for the year and milestones to determine their successful implementation. Board is



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responsible for creating program descriptions and authorizes the committee(s) to build out the program under BOD supervision. No action was taken.

### **CUSTOMER MANAGEMENT SYSTEM** - Amie Perryman, Secretary

Resume discussion & motion from 7.14.24 meeting

**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. There will be no immediate effect on the budget, savings from Google Workspace Nonprofit (savings of over \$2000 for 2024 over previous years) and the replacement of other expenses will almost pay for this software entirely. This will integrate with Membership, Horse Recording, Treasurer, Website, Administration, Marketing (Newsletter) and save countless volunteer hours of work in many areas.

*MOTION BY AMY STAR, TO TABLE THE MOTION, SECONDED BY SARA BARNWELL, REGION 5 DIRECTOR*

**Motion #3:** USAWE to approve the selection and implementation of a Customer Management System (CMS) within the budget of the Corporation Administration, not to exceed \$5000.

→ **Motion tabled with voice vote: 11 in favor, 0 opposed, 0 abstained, 0 recused, 1 absent.**

**PERFORMANCE REVIEW - ANNUAL APPOINTMENTS:** Treasurer, Clerical/Treasurer Assistant(s) - *Doreen Atkinson, President*

**Rationale:** Approve Performance Review (criteria and evaluation form) for annual BOD appointed positions. 2024 Performance Reviews to be completed by the BOD by November 1.

USAWE By-Laws and Policies and Procedures require an annual performance review of appointed positions: Treasurer and Staff (Clerical Assistant(s) and Treasurer Assistant), to be evaluated by the Full Board annually. If performance is satisfactory, the Board shall vote to confirm the annual appointment. If performance is unsatisfactory, the Board shall vote to rescind the appointment, and a new person shall be recruited and appointed.

**Discussion:** Secretary would be responsible for performing the review for the clerical assistants and Treasurer would be responsible for performing the review for the treasurer assistant. BOD would consider and approve the appointment or consider another applicant. Amy Star (R2 Dir), Amie Perryman (Sec) and Jeanne Bond (Rules Comm Chair) will develop a procedure and submit it for approval to the board for Sept 11, 2024 meeting.

### **COMMITTEES - NEW BUSINESS**

**COMPETITIONS – CHAIR VACANCY** - *Doreen Atkinson, President*

**Discussion:** Competitions Committee Chair **Kim Hillyer** submitted resignation as chair (will train replacement) and will serve as committee member. Discuss steps to fill vacancy to include in the newsletter and social media and possibly eBlasts to the membership. Kim Hillyer will write a position description..

**SPONSORSHIP(S):** USLA Conference – Iberian Horse Showcase - *Pat Melton, Region 7 Director*

**Discussion:** Consider (2) sponsorships of (2) events: [2024 USLA Conference](#) and [2024 Iberian Horse Showcase](#) The Marketing & Promotion committee has included both sponsorships in their 2024 annual budget for these events. No motion required. There will be USAWE presence at the Iberiancon conference with a booth and advertising. Amie Perryman, Marketing Chair will be visiting the location Aug 25 to finalize our commitment.



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### PROFESSIONAL DEVELOPMENT & INSTRUCTORS – MISSION STATEMENTS – Sue Watkins/Seth Marshall, Co-Chairs

*MOTION BY AMY STAR, REGION 2 DIRECTOR; SECOND BY, PAT MELTON, REGION 7 DIRECTOR*

**Motion #4:** Accept the mission statements as written by the Professional Development Committee be posted to the usawe.org Professional Development page and Professional Instructor's page, effective immediately.

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

**Discussion:** Add both mission statements (Professional Development & Professionals Instructors) to the **2.4 Professional Development** policy and to the Professional Development & Professional Instructor pages of the usawe.org website: About > Professional Instructors Program and Community > Professional Instructors

### YOUTH DEVELOPMENT – DONATIONS – DEMO RIDERS – Kasey Riddle, Chair

**Rationale:** Discuss tracking Youth Development Donations, Demo Rider Donations and possible Demo Rider stipends from demo rider designated donations received during/after USAWE demos conducted at the 35<sup>th</sup> Annual Model Horse Breyer Fest held July 12-14 at the Kentucky Horse Park, Lexington, KY

We had over 40 new members in the month of July, many of (if not all) were as a result of these two events. We will reuse many of the assets and booth materials for the Iberiancon event and other future events. Social media for USAWE got a huge bump in followers and interactions during and following these events.

Request was made to reimburse demo riders for some of their expenses.

*Motion to Table by AMY STAR, REGION 2 DIRECTOR; SECOND BY ROBIN BOND, AT-LARGE DIRECTOR 1*

**Motion #5:** Approve the 100% lodging/mileage reimbursement (\$6,231.02) to the demo riders who represented USAWE at the US Pony Club and the 35<sup>th</sup> Annual Model Horse Breyer Fest held July 12-14 at the Kentucky Horse Park, Lexington, KY

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

Tabled for an eVote after the Treasurer collects the final amount of donated funds received.

### VOLUNTEER COORDINATOR - Doreen Atkinson, President

**Discussion:** Volunteers sought for [Volunteer Coordinator](#) – New position & job description announced in July newsletter (sent July 31); As of 8/8/24, no one expressed interest.

### COMMUNICATIONS COORDINATOR - Tracey Erway, President Elect

**Discussion:** Volunteers sought for [Communications Coordinator](#) – New position & job description announced in July newsletter (sent July 31); As of 8/8/24, no one expressed interest.

Marketing will continue to promote announcements and possibly eblasts to solicit applications.

### NEW BUSINESS

**REGIONAL CHAMPIONSHIPS – Region 1 and Region 5 have bids submitted for 2025 – requested by Amie Perryman, Secretary** (as submitted by Competitions Evaluation Committee)

Discussion of timing of requesting the submission of bids. Marketing requested that committees submit a reminder or request for promotion of annual events that need to be shared with members.

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

**Motion #6:** Approve the two bids for 2025 Regional Championship Shows as submitted for Region 1 and Region 5, effective immediately:

2025 Region 1 Regional Championship proposal submitted by the organizing committee headed by show manager Julie Alonzo, to be held September 17-21, 2025 at the Oregon Horse Center, Eugene OR.

2025 Region 5 Regional Championship proposal submitted by the organizing committee headed by show manager Julie Alonzo, to be held October 8-12, 2025 at the Fox Valley Saddle Association, Hampshire IL.

*MOTION AMENDED BY AMY STAR (R2 DIR) SECONDED BY TRACEY ERWAY (PRESIDENT ELECT)*

Include language to insure the regional show managers to coordinate with USAWE marketing to develop a promotional plan nationally for all championship shows.

- **Motion to amend Motion #6, passed by voice vote with 10 in favor, 0 opposed, 0 abstained, 2 recused**  
(Sara Mackenzie (R1 Dir) and Sara Barnwell (R5 Dir), **1 absent**.)

**Motion #6a:** Approve the two bids for 2025 Regional Championship Shows as submitted for Region 1 and Region 5, with Championship Show management to coordinate a marketing plan with USAWE, effective immediately:

2025 Region 1 Regional Championship proposal submitted by the organizing committee headed by show manager Julie Alonzo, to be held September 17-21, 2025 at the Oregon Horse Center, Eugene OR.

2025 Region 5 Regional Championship proposal submitted by the organizing committee headed by show manager Julie Alonzo, to be held October 8-12, 2025 at the Fox Valley Saddle Association, Hampshire IL.

- **Motion #6a, as amended, passed by voice vote with 10 in favor, 0 opposed, 0 abstained, 2 recused** (Sara Mackenzie (R1 Dir) and Sara Barnwell (R5 Dir), **1 absent**.)

**NATIONAL CHAMPIONSHIPS** - *Doreen Atkinson, President*

**Discussion:** Steps to ready USAWE for National Championship TOPIC TABLED FOR NEXT MEETING

**WAVE-USAWE MEMORANDUM OF AGREEMENT** – *Doreen Atkinson, President*

**Discussion:** Reviewed the 3-year WAVE-USAWE Memorandum of Agreement (dated 3.2.2022) to ensure compliance.

#### **ANNOUNCEMENTS**

- ACTION ITEMS - requested by Tracey Erway, President Elect
  - Reviewed status of BOD action items

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

- Reimbursement expenditure for Breyerfest and USPC Championships volunteers (to be sent out as an eVote before next regular board meeting)

**President DOREEN ATKINSON adjourned the meeting at 6:59 PM, Pacific Time.**

Minutes submitted by USAWE Clerical Assistant KRIS BLACKLOCK and Secretary AMIE PERRYMAN.

**EXECUTIVE SESSION** held following the 8.14.2024 Board Meeting (separate minutes).