



USAWE Board of Directors (BOD) Meeting Minutes



Meeting Date: Wednesday, September 11, 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 of each Month held virtually via Zoom

Agenda: Sent 9/08/2024 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: These Minutes were e-approved on 09/19/2024 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 – October 09, 2024 virtually via Zoom. Submit Agenda items by October 1, 2024 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	Cera Olson	P	
Regional Directors			
R1 Director	Sara Mackenzie	P	
R2 Director	Amy Star	P	
R3 Director	Chris Stanko	A	A - Excused
R4 Director	Kiki Pantaze	P	
R5 Director	Sara Barnwell	P	
R6 Director	pending appointment		
R7 Director	Pat Melton	P	
Non-Voting Assistant			
Clerical/Treasurer Assistant	Kris Blacklock	P	
Clerical Assistant	Kristine Strasburger	P	
Treasurer Assistant	Kathy Orr	A	A - Excused

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.

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
Financial Oversight	Tamla Nicols	P			Seth Marshall A
Horse Recording	Mindy Finelli	A		Rules	Jeanne Bond P
International	Barbara Price	A		Website	Kristine Strasburger 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; 10 in attendance.



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USAWE Members who were invited to attend: Holly Linz R6 (MD), Pati Pieruci R4 (TX), Emily Osborne R7 (SC)

USAWE Members who requested meeting attendance: Nicole Lee R6 (PA), Stephanie Hayes R6 (NH), Sarah McColm R1 (OR), Linda Frazier R3 (KS)

USAWE Members in attendance for all or part of the meeting: Karen Boso R5 (IL), Stefanie Hayes R6 (NH), Nicole Lee R6 (PA), Emily Osborne R7 (SC), Pati Pieruci R4 (TX), Holly Linz R6 (MD), Kellee Campbell R4 (TX), Derrick Richardson R5 MI(), Linda Frazier R3 (KS).

CALL TO ORDER: President Doreen Atkinson called the meeting to order at 5:00 PM Pacific time.

AGENDA DISCUSSION ITEMS

MINUTES

1.) RESCIND 8.11.24 MOTION TO ACCEPT TREASURER’S REPORT

Rationale: Per Robert's Rules, a Treasurer’s report (especially one that isn't completed) is not voted on. A vote to include a financial report in minutes is what's voted on. The August meeting did not have any financial figures to include in minutes. USAWE has a Financial Oversight Committee (FOC) that reviews and provides a report to the board to that a financial review was conducted and financials are accurate. The FOC 2nd Qtr. Financial Review was due in July (for April-May-June) and needs to be brought to the board in September, then a motion to approve 2nd Qtr. Financial Review. Robert's Rules of Order states that boards should not vote to approve a treasurer's report. This is because there is no way to know if the report is correct, and a vote to approve would indicate that the board stands by it. Instead, if the motion to include the report in the minutes is approved, the secretary can enter it into the minutes. The report then becomes part of the organization's permanent records.

MOTION BY: *Name, Office*; **SECONDED BY:** *Name, Office*

Motion 1: Per Robert’s Rule of Order regarding Treasurer’s Report, rescind the 8.14.24 motion “Accept the Treasurer’s report as read with the request to approve written report to be submitted in two weeks.”

→ **This was not brought to a motion.**

2.) 8.14.2024 BOD MINUTES

MOTION BY: *Tracey Erway, President Elect*; **SECONDED BY:** *Sara Barnwell, R5 Director*

Motion 2: Approve the August 14, 2024, Board of Directors (BOD) meeting minutes (e-Approved 8.25.2026 and Amended 9.11.2024).

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



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3.) 8.14.2024 EXECUTIVE SESSION MINUTES

MOTION BY: Sara MacKenzie, R1 Director; SECONDED BY: Amie Perryman, Secretary

Motion 3: Approve the August 14, 2024 BOD Executive Session meeting minutes (e-Approved 8.22.2024).

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

4.) 8.22.2024 EXECUTIVE SESSION MINUTES

MOTION BY: Robin Bond, ALD1; SECONDED BY: Sara Barnwell, R5 Director

Motion 4: Approve the August 22, 2024 BOD Executive Session meeting minutes (e-Approved 8.26.2024)

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

FINANCIAL REPORT & BUDGET: Treasurer Leesa Nero reported

5.) JULY FINANCIAL REPORT – sent by Treasurer after the Aug 14, 2024 meeting via email on 8.18.24

MOTION BY: Leesa Nero, Treasurer; SECONDED BY: Robin Bond, ALD1

Motion 5: Include the Treasurer's July Financial Report in the September 11, 2024 BOD meeting minutes.

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

6.) AUGUST FINANCIAL REPORT

MOTION BY: Leesa Nero, Treasurer; SECONDED BY: Amie Perryman, Secretary

Motion 6: Include the Treasurer's August Financial Report in the September 11, 2024 BOD meeting minutes.

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



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7.) REVISED FORM - EXPENDITURE/REIMBURSEMENT REQUESTS – Leesa Nero, Treasurer

Rationale: The IRS requires non-profit organizations to request, and keep on file, W-9s from any individual/business paid \$600.00 or more per year for potential submittals to them of 1099s at the end of the year. The revision proposed is to clarify that any individual/business requesting monies that total \$600.00 or more, for Grants, Scholarships, and Services, to provide a completed W-9 before the form will be processed and signed for payment. While the IRS language is vague and does not speak specifically to volunteers submitting for "reimbursements" of monies they have paid out on behalf of the organization, we do not believe at this time, these requests will require a W-9 provided receipts documenting the expenses are attached and provided with the expense form. Approve the revised Expenditure/Reimbursement Request Form.

Sara MacKenzie, R1 Director requested the following be noted in the meeting minutes for the record: We need to add verbiage regarding international payments, payments to international clinicians, judges, etc., and consult the appropriate legal and professional advisors regarding applicable laws and requirements for hiring and paying non-U.S. Citizens to ensure USAWE and it's representatives are operating fully under all applicable laws.

It was recommended during the meeting that we create a separate form and accompanying policies and procedures to process payments and contracts with non-U.S. citizens.

MOTION BY: Sara Barnwell, R5 Director; SECONDED BY: Tracey Erway, President Elect

Motion 7a: Amendment to Motion 7 - Approve the revision to the current USAWE Expenditure/Reimbursement Form that the modified language regarding W-9 requirements with an amendment to the form for US reimbursement only.

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

MOTION BY: Leesa Nero, Treasurer; SECONDED BY: Amie Perryman, Secretary

Motion 7: Approve revision to the current USAWE Expenditure/Reimbursement Request Form that modified language regarding W9 requirements.

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

UNFINISHED BUSINESS / ACTION ITEMS - COMMITTEES

8.) FINANCIAL OVERSIGHT – 2ND QTR. FINANCIAL REVIEW – by Tamla Nichols, Chair TABLED FROM 8.14.24 BOD Meeting

Rationale: FOC Chair 2nd Quarter Financial Review report is ready for BOD review (see BOD Business) 2nd Qtr. Financial Review is past due. Per an 8/8/24 email from Tamla Nichols, Chair, the 2nd Qtr. 2024 Quarterly Financial Review (required by Bylaws) was not completed in July by the FOC, and no report was prepared for the Aug BOD meeting. Financial Review 1st Qtr. Financial Review (Jan - Feb - Mar) - to be conducted by FOC in April; report due to BOD in May 2nd Qtr. Financial Review (Apr - May - Jun) - to be conducted by FOC in July, report due to BOD in

Aug 3rd Qtr. Financial Review (Jul - Aug - Sep) - to be conducted by FOC in Oct, report due to BOD in Nov 4th Qtr.
Financial Review (Oct- Nov - Dec) - to be conducted by FOC in Jan, report due to BOD in Feb (includes Annual Review)

MOTION BY: Robin Bond, ALD1; SECONDED BY: Tracey Erway, President Elect

Motion 8: Acknowledge and accept the 2024 2nd Quarter Financial Review performed by the Financial Oversight Committee.

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

- 9.) COMPETITIONS – CHAIR VACANCY – POSITION DESCRIPTION – Kim Hillyer, Interim Chair
CONTINUED FROM 8.14.24 BOD Meeting

Status Update: What is the status of filling the Competitions Chair vacancy? Competitions Committee Chair Kim Hillyer submitted an 8/1/2024 resignation as chair (will serve as interim chair & train replacement) and will continue to serve as a committee member. During the 8.14.24 BOD meeting, Kim Hillyer indicated she would write a position description. Amie Perryman, Marketing Chair, Marketing - vacancy been announced (Newsletter, social media) **No Motion**

- 10.) YOUTH DEVELOPMENT – DONATIONS – DEMO RIDERS – Kasey Riddle, Chair
TABLED FROM 8.14.24 BOD Meeting (Amie Perryman, Robin Bond)

Rationale: Reimbursement expenditure for Breyerfest and USPC Championships volunteers. 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 35th 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. Approve Demo Rider lodging/mileage reimbursement proposal

MOTION BY: Amie Perryman, Secretary; SECONDED BY: Amy Star, R2 Director

Motion 9: Approve the 100% lodging/mileage reimbursement (\$6,231.02) to the demo riders who represented USAWE at the US Pony Club and the 35th Annual Model Horse Breyer Fest held July 12-14 at the Kentucky Horse Park, Lexington, KY.

→ **Motion Failed by voice vote: 0 in favor, 10 opposed, 0 abstained, 1 recused, 1 absent.**

Discussion: no need to approve more funds. The member designated donations and existing Youth budget will cover.



MOTION BY: Amie Perryman, Secretary; SECONDED BY: Amy Star, R2 Director

Motion 10: Allocate the donations in the amount of \$5,372.91 to the Youth Development Committee Budget.

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

Kasey Riddle, Youth Development Committee Chair made the following announcement:

The Youth Development Committee applied to participate in the Pony Club National Convention to take place January 24-26 in Travers City, Michigan.

The YDC is proud to announce that USAWE was selected by the USPC panel to attend as presenters. We will be given workshop time to present in front of hundreds of USPC leaders, non pony clubbers and pony clubber adults and youth about our sport of working equitation.

The YDC is looking forward to working with Region 5, the Professional Development Committee and Marketing to make this an amazing presentation!

11.) VOLUNTEER COORDINATOR – Doreen Atkinson, President
CONTINUED FROM 8.14.24 BOD Meeting

Discussion: Volunteers sought for Volunteer Coordinator – New position. Volunteer Coordinator Job Description announced in July newsletter (sent July 31) and August newsletter (sent August 29) plus social media; Applications were received by Emily Osborne and Pati Pierucci. Both were invited to attend the meeting and were interviewed by the BOD. They left the meeting for the ensuing discussion, poll, motion, and vote.

MOTION BY: Pat Melton, R7 Director; SECONDED BY: Sara MacKenzie, R1 Director

Motion 11: Accept the results of the Volunteer Coordinator poll and accept Emily Osborne as the Volunteer Coordinator.

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

12.) COMMUNICATIONS COORDINATOR - Tracey Erway, President Elect
CONTINUED FROM 8.14.24 BOD Meeting

Discussion: Volunteers sought for Communications Coordinator – New position. Communications Coordinator Job Description announced in July newsletter (sent July 31) and August newsletter (sent August 29) plus social media; As of 9/7/24, no one expressed interest. Next steps?

A discussion of this Agenda item was skipped in the meeting.

→ **No Motion**

UNFINISHED BUSINESS / ACTION ITEMS - CORPORATE BUSINESS

13.) BOD VACANCY - REGION 6 DIRECTOR APPOINTMENT (Aug 15 – Nov 30, 2024)

Rationale: Review Candidate Statement(s), Interview Candidate(s) and Appoint R6 Director As of 9/7/24 Holly Linz (R6-MD) expressed interest and submitted a Candidate Statement

MOTION BY: Kiki Pantaze, R4 Director; SECONDED BY: Amie Perryman, Secretary

Motion 12: Appoint Holly Linz (R6-MD) to fill the remaining term as Region 6 Director through November 30, 2024.

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

14.) CUSTOMER MANAGEMENT SYSTEM – Kristine Strasburger, Website Chair

Resume discussion & motion from 7.14.24

and tabled discussion/motion from the 8.14.24 BOD Meeting (Amy Star; Sara Barnwell)

Rationale: Implement a database management tool that will integrate with the USAWE website and allow more efficient management of our member and recorded horse database. Commonly known as a Customer Management System or CRM, this tool will provide our members with an online portal to manage their memberships and horse recordings, reduce errors caused by manual data management, eliminate some existing expenses (MailChimp, Events Calendar Pro) and save hundreds of volunteer hours of work currently being handled by the Treasurer, Treasurer's Assistant, Membership, Horse Recording, Marketing (Newsletter), Secretary, and Clerical Assistant Team. The approved 2024 Website and Corporate Administration budgets contain enough unallocated/unspent funds to cover the cost of implementing this software, so this is not a request for additional funds. Because it is a significant new software application it requires BOD approval.

MOTION BY: Leesa Nero, Treasurer; SECONDED BY: Sara MacKenzie, R1 Director

Motion 13: 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.

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

15.) PERFORMANCE REVIEW – ANNUAL APPOINTMENTS - Amy Star, Region 2 Director
TABLED FROM 8.14.24 BOD Meeting (Amy Star; Sara Barnwell)

Rationale: Bylaws stipulate annual Performance Review (criteria and evaluation form) for Annual BOD appointed positions for Treasurer Leesa Nero, Treasurer Assistant Kathy Orr, Clerical/Treasurer Assistant Kris Blacklock and Clerical Assistant Kristine Strasburger. Annual Appointment 2024 Performance Reviews to be completed 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. Status Update: BOD review of revised annual Performance Review Form and appointment procedure. Per 8.14.24 BOD Minutes, Amie Perryman, Secretary; Amy Star, Region 2 Director; Jeanne Bond, Policies & Procedures tasked with performance review and position appointment procedure finalizing annual performance review form for the 9.11.24 BOD meeting.

MOTION WAS TABLED UNTIL NEXT MONTH

Motion Tabled: Approve an annual appointment procedure and Performance Review Form for Board of Director appointed positions: Treasurer and Staff (Clerical/Treasurer Assistant(s)); include appointment procedure, position evaluation criteria and form in Corporate Policies/Procedures, effective immediately.

→ **Motion Tabled**

NEW BUSINESS - COMMITTEES

16.) WEBSITE – WEBSITE MAINTENANCE - Kristine Strasburger, Chair

Rationale: Equine Online Design backup services were discontinued as of 6.1.2024. The website committee performs website backups.

MOTION BY: Amie Perryman, Secretary; SECONDED BY: Pat Melton, R7 Director

Motion 14: Record the discontinuation of the contract for monthly website maintenance in areas of critical importance services previously provided by Adrienne Raymond of Equine Online Design due to services being handled by the committee under volunteer service now.

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

Amie Perryman, Secretary made a recommendation that we need to rely on an outside service for this, not volunteers, because of its critical importance.

17.) 2024 T2W#3 VENUE PAYMENT

MOTION BY: Tracey Erway, President Elect; SECONDED BY: Pat Melton, R7 Director

Motion 15: Approve the contract with Three Bulls LLC resulting in payment of \$4,385.00.



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

18.) 2024 T2W#3 PARTICIPANT REFUND

MOTION BY: Tracey Erway, President Elect; SECONDED BY: Pat Melton, R7 Director

Motion 16: Approve refunding the \$50 office fee to the participants of Train to Win #3.

→ Motion Passed by voice vote: 8 in favor, 1 opposed, 1 abstained, 2 recused, 1 absent.

19.) 2024 T2W#3 PARTICIPANT REFUND

MOTION BY: Tracey Erway, President Elect; SECONDED BY: Amie Perryman, Secretary

Motion 17: Approve refunding the unused participant fees to participants of Train to Win #3.

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

NEW BUSINESS - CORPORATE BUSINESS

20.) POLICY - 1.19 SERVICE DOGS – Jeanne Bond, Policies & Procedures

Rationale: BOD to approve Policy 1.19 Service Dogs

MOTION BY: Cera Olson, ALD2; SECONDED BY: Sara Barnwell, R5 Director

Motion 16: Approve 1.19 Service Dogs Policy, effective immediately.

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

21.) MARKETING & PROMOTION - UPDATE – by Amie Perryman, Chair Discussion: Committee update.

→ No Motion



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22.) INTERNATIONAL UPDATE– Doreen Atkinson, President

Discussion: International Committee Event, Cancellation, Participant refunds & Venue reimbursement. Also, discussed committee restructuring and chair vacancy.

ANNOUNCEMENTS

- None made at this point in the meeting

7:08 pm Pacific Time - Amy Star, R2 Director left the meeting.

ACTION ITEMS – STATUS UPDATE - Tracey Erway, President Elect

- Not reported on in this meeting.
- International Judge and Clinician payments and work Visa requirements need researching, policy & procedure developed.

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

- 2025 Budgets – Committees & BOD
- BOD Vacancy - Region 3 Director (Dec 1, 2024 – Nov 30, 2025)

There being no further business, President DOREEN ATKINSON called to adjourn the meeting.

The meeting was adjourned at 7:23 PM, Pacific Time.

Minutes taken by USAWE Clerical Assistant Kristine Strasburger and finalized and submitted by Secretary AMIE PERRYMAN.