



# Board of Directors (BOD) Agenda

**Meeting Date:** Wednesday, December 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:** 2<sup>nd</sup> Wednesday each Month held virtually via Zoom

**Directors are required to have reviewed BOD materials prior to the meeting.**

Virtual Meeting Agenda	
USAWE's Mission Statement: <i>Fostering a Supportive Community of Riders and Building a Strong Future for the Sport</i>	
Time	Topic
5:00 pm Pacific	<p><b>Welcome, Call to Order, Roll Call</b> Board of Directors (BOD) and Verify Quorum &amp; Committee Chairs  <b>Non Board members use Chat to provide Name, Region# and State at start of meeting, and to request to speak during public comments. Afterwards chat is reserved for board members. Thank you.</b></p>
	<p><b>Minutes</b> – The November 13, 2024 BOD meeting minutes were electronically approved and posted to the usawe.org &gt; Corporate Records &gt; Meeting Minutes &gt; Elected Board Minutes and USAWE G-Drive &gt; Board of Directors            Minutes of decisions by email were approved and posted:            11/25/2024 Appoint Leesa Nero Treasurer            11/27/2024 Approve estimated budget for LOC Seminar with Claudia Elsner Matos</p> <p><b>Motion 1:</b> Approve the minutes of the 11/13/2024 USAWE board meeting and minutes from 11/25/24 and 11/27/24 e-votes.</p>
5:05	<p><b>PRESIDENT'S ANNOUNCEMENTS:</b></p> <ul style="list-style-type: none"> <li>○ Welcome to new board members and to attendees</li> <li>○ Important documents to become familiar with:               <ul style="list-style-type: none"> <li>○ Bylaws</li> <li>○ Code of Conduct</li> <li>○ Robert's Rules for Dummies, or cliff note versions online</li> <li>○ Policies and Procedures – expect changes monthly</li> <li>○ Introduction of Confidential Signatures in email. Board email is confidential and may not be shared beyond those on the thread without permission. Statement to that effect in each email address: <b>CONFIDENTIAL: This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. Forward only with permission from the original author.</b></li> <li>○ Reduce the need for evotes. Incredible workload for Secretary.</li> <li>○ Committee Program Reviews will be started</li> </ul> </li> <li>○ 2025 Directions – See attached presentation</li> </ul>
unknown	<p><b>PUBLIC COMMENTS:</b> Members in good standing may request 2 minutes to speak regarding an item on this month's agenda.</p>
45 minutes	<p><b>CONSENT AGENDA ITEMS:</b> <b>President's introduction:</b> A consent agenda is a tool that nonprofit boards use to streamline meetings by quickly approving routine items that don't require discussion. This allows the board to focus on more important or complex topics. As the BOD has reviewed all necessary information in advance, they should be able <b>to vote in approval or acceptance on all of these subjects at once with one vote.</b> Any items with issues can be discussed quickly, or can be requested to be removed to the New Business section. Robert's Rules allows for a "consent agenda" where several non-controversial items can be grouped together and approved with a single vote, streamlining the meeting process</p> <ul style="list-style-type: none"> <li>○ <b>Financial Report:</b> - Leesa Nero, Treasurer           <ul style="list-style-type: none"> <li>○ <b>Included Motion A:</b> To accept Financial Report into the minutes.</li> </ul> </li> <li>○ <b>Membership</b> – Tracey Erway           <ul style="list-style-type: none"> <li>○ Membership categorization extension: Tracey Erway               <ul style="list-style-type: none"> <li>▪ USAWE will be extending partnerships and alliances. It may behoove us to create a partnership membership where we release newsletter type</li> </ul> </li> </ul> </li> </ul>

information, but not all the election and other specific information, to our partners.

- **Included Motion B:** Membership committee to propose the feasibility and structure of a potential new, free membership type which would allow us a mechanism to inform partners of our actions as an organization.

- **Appointments:**

- Communications Coordinator– Tracey Erway
  - **Included Motion C:** Approve Rachel Stout as Communications Coordinator (manager) reporting to the BOD effective immediately.
- Competitions Committee Chair - Tracey Erway
  - **Included Motion D:** Approve Laurie Ridgeway as Competitions Committee Chair effective immediately.
- Rules Committee Chair – Tracey Erway
  - **Included Motion E:** Appoint Amy Star as Rules Committee Chair effectively immediately.
- Marketing Committee
  - **Included Motion F:** Add Meghan Truppner R2 NV to the Marketing Committee effective immediately.

- **Bylaws Task Force** –The current Bylaws require 3 steps for changes to the Bylaws. Step 1: that "a written copy of the proposed changes to be included on the agenda of a meeting of the Board of Directors, along with the date when that meeting will be held, shall be given to all members of the Board of Directors." A special meeting will serve to fill step 1. The proposed amended Bylaws will be sent out prior to the meeting. The changes are significant enough that a special meeting will be best for the board to fully understand, discuss and build consensus around changes. FYI: Once the Board approves changes for Step 1, Step 2 is to post for review, comment and input for 45 days by membership. Step 3 is another presentation to the Board for final review and approval

- **Included Motion G:** Approve the creation of a special meeting of the BOD to review the Bylaws

- **Elections –**

- Approve the 2025 Elections Results and existing appointments:
  - President: Tracey Erway
  - President-Elect: Robin Bond
  - Secretary: Amie Perryman
  - Treasurer: Leesa Nero
  - At Large Director 1: Amy Star
  - At Large Director 2: Holly Linz
  - R1 Director: Sara Mackenzie
  - R2 Director: Glynna Hoekstra
  - R3 Director: none
  - R4 Director: Kiki Pantaze
  - R5 Director: Sara Barnwell
  - R6 Director: Cera Olsen
  - R7 Director: Pat Melton
- **Included Motion H:** Approve the 2025 elections results provided by Simply Voting 11/16/2024.

**Motion 2:** Accept and approve Included motions A-H.  
(end of consult agenda)

	<ul style="list-style-type: none"> <li>○ <b>Corporate Business (Informational)</b> <ul style="list-style-type: none"> <li>○ <b>Membership Update</b> information only – submitted by Kate Steffes</li> <li>○ <b>Modifying Chart of Accounts Status</b> – Tracey Erway – Meeting with Consultant in progress.</li> <li>○ FYI: <b>Policies</b> (not procedures) missing from website? How to rectify.</li> <li>○ Agreement to produce an <b>eblast or social media calendar</b> on the G drive so that committees and BOD members will know when there are slots for marketing releases</li> <li>○ <b>Website Stability Status</b> – Status/Expectations</li> <li>○ FYI only: <b>Horse Protection Act</b> (HPA) targeting padded Tennessee Walking Horses (and associated gaited breeds) is legislation that will open the door for USDA to inspect relevant horse shows. May require action from Show managers to register shows for inspection, even though it is unlikely inspections would happen. Meeting Dec 13<sup>th</sup> for more information. Tracey Erway (via Stacey Boswell)</li> <li>○ <b>International Committee</b> – Barbara Price <ul style="list-style-type: none"> <li>▪ Update on Program and T2w3.2</li> </ul> </li> <li>○ <b>FOC</b> – Tamla Nichols <ul style="list-style-type: none"> <li>▪ Year-end Financial Assessment Audit status</li> <li>▪ FOC Policy and Procedures status</li> </ul> </li> <li>○ <b>The Action Item list</b> needs to be reviewed and updated and will be presented next month and each month thereafter</li> </ul> </li> </ul>
<p>65 minutes</p>	<p><b>NEW BUSINESS</b></p> <p><b>Corporate Business</b></p> <p><b>Committees</b></p> <ol style="list-style-type: none"> <li>1. <b>IC Committee member appointments:</b> Barbara Price – 5 minutes <ol style="list-style-type: none"> <li>a. <b>Motion 3:</b> Appoint the first 3 of the following to serve as members of the IC, effective immediately, or replace one of them with the 4<sup>th</sup>. If discussion is necessary can move this item to NEW BUSINESS: Sara MacKenzie, Dawn Metzger, Laura Kobrin, and Julie Alonzo.</li> </ol> </li> <li>2. <b>Licensed Officials Committee</b> – Approve changes to program which is not complete enough to finalize advancement of 11 Judges who have tested. - Sara Barnwell 10 mins <ol style="list-style-type: none"> <li>a. <b>Motion 4:</b> Approve the 1 December 2024 version of the Licensed Officials Program that incorporates the new judge advancement assessment criteria and selection process.</li> </ol> </li> <li>3. <b>Expenditure Approval:</b> The IC is over budget because of T2W3 cancellation loss (primarily) and is requesting approval for two expenditures. - Amie Perryman - 5 mins <ol style="list-style-type: none"> <li>a. <b>Motion 5:</b> Approve the two reimbursement requests from the International Committee for expenses incurred at the Train to Win 2 event in July, 2024 totaling \$1561.85 and \$4483.04 as submitted by committee chair.</li> </ol> </li> <li>4. <b>International Committee</b> – Tracey Erway 10 mins <ol style="list-style-type: none"> <li>a. <b>Conflict of Interest discussion.</b> Should R and S Judges, the only judges permitted to judge L6 and L7 levels, be permitted to judge their competition for spots on the International team. If not, what process should be put in place to allow competitions and riders the ability to schedule effectively. Time is of the essence. No decision is a decision.</li> <li>b. <b>Motion 6:</b> Approve a Competitions COI taskforce to propose a solution which includes data gathering and review, IC expectation for importance of scoring,</li> </ol> </li> </ol>



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	<p style="text-align: center;">mechanism for dealing with complaints, mechanism for how competitions would schedule, etc. To be completed in 10 days for offline review by BOD.</p> <p>5. <b>Strategic Planning Task Force:</b> A member survey was released and responses gathered into an overview for the membership to see. These items are not guaranteed to be changed or addressed in any way by the board or committees, but the membership may have interest in seeing the generalized results. Sara Barnwell - 10 mins</p> <p style="padding-left: 40px;">a. <b>Motion 7:</b> Approve finalized membership survey report for release to membership via website.</p> <p>6. <b>AO Committee</b> – Current program not adequate in filling AO needs - Proposed Program Update – Stephanie Dobiss – 20 mins</p> <p style="padding-left: 40px;">a. <b>Motion 8:</b> Approve AO Program update as proposed.</p> <p>7. <b>Corporate Budget:</b> At this point each committee has had 48 hours to review and make comments. 10 mins</p> <p style="padding-left: 40px;">a. <b>Motion 9:</b> Approve the 2025 Budget as documented.</p> <p>8. <b>Competitions Approvals:</b> Regional Championship Show Approvals</p> <p style="padding-left: 40px;">a. The Championships Evaluation Committee for this was convened before the Board of Directors changed on Dec. 1. The members included: At Large Director - Cera Olsen Region 2 Director - Glynn Hoekstra Competitions Committee member - Kim Hillyer</p> <p style="padding-left: 80px;"><b>Motion 10:</b> Approve the Region 2 Regional Championship show bid proposal for October 10 - 12, 2025 at the California Ranch Company in Temecula, CA.</p> <p style="padding-left: 40px;">b. The Championships Evaluation Committee for the Region 6 &amp; 7 evaluation was convened before the Board of Directors changed on Dec. 1. The members included: At Large Director - Amy Star Region 6 Director - Holly Linz Region 7 Director - Pat Melton Competitions Committee member - Emilie Elias</p> <p style="padding-left: 80px;"><b>Motion 11:</b> Approve the Region 6 and 7 Multi-Regional Championship show bid proposal for October 16 - 19, 2025 at the Meadow Event Center in Doswell, VA.</p> <p style="padding-left: 40px;">c. The Championship Evaluation Committee for Regions 3 &amp; 4 has submitted a Championship show bid proposal. The committee has not had time to convene but states that at first glance the proposal appears promising. Time is of the essence. – Kim Hillyer</p> <p style="padding-left: 80px;"><b>Motion 12:</b> Approve Region 3&amp;4 Multi-Regional Championship show bid proposal for November 508, 2025, Fort Worth TX., with the caveat that the Championship Evaluation Committee must review and approve by 11/20/24 or board approval is rescinded.</p> <p><b>Executive Session</b> If needed</p>	
	<b>ADDITIONAL MOTIONS TO BE PROPOSED</b>	
7:00 pm	<b>Move to Adjourn</b>	
	<b>NEXT BOD MEETING: January 8, 2025</b> - Submit Agenda Items using the online <a href="#">Board Agenda Item Request Form</a> located on the usawe.org website > Corporate > Records page	
FYI ONLY	<b>Status of Policy and Procedure Revisions</b> Corporate – preliminary approval 8/2/23; 8/9/23	Financial Oversight - review pending Horse Recording - preliminary approval 4/5/23 International - preliminary approval 9/6



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	Affiliate Organizations - preliminary approval 3/15/23 Awards – preliminary approval 7/5/23 Coaches Network - preliminary approval 5/3/23; 7/10 revisions Communications - <b>review pending</b> Competitions - preliminary approval 5/3/23 Elections - preliminary approval 7/5/23 Ethics - preliminary approval 4/5/23	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
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