



USAWE Board of Directors (BOD) Meeting Minutes



Meeting Date: Wednesday, 11.12.2025

Meeting Time: 4:00 p.m. Pacific, 5:00 p.m. Mountain, 6:00 p.m. Central, 7:00 p.m. Eastern

Meeting Frequency/Modality: 2nd Wednesday each Month held virtually via Zoom

Agenda: Sent 08.11.2025 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 Interim Secretary Julie Alonzo

Minutes: 10.08.2025 Minutes were e-approved 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 – 12.10.2025, 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	Present After Roll Call	Absent
President	Tracey Erway	X		
President Elect	Robin Bond	X		
Interim Secretary	Julie Alonzo	X		
Treasurer	Leesa Nero	X		
At Large Director 1	Amy Star		X (arrived at 4:54)	
At Large Director 2	Holly Linz		X (arrived at 4:37)	
Regional Directors				
R1 Director	Sara Mackenzie	X		
R2 Director	Glynn Hoekstra	X		
R3 Director	Cyndi Harris		X (arrived at 4:04)	
R4 Director	Kiki Pantaze	X		
R5 Director	Sara Barnwell	X		
R6 Director	Currently unfilled	--	--	--
R7 Director	Pat Melton		X (arrived at 4:04)	

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

BOD members in attendance at roll call = 8 | Quorum was established | BOD Meeting Attendance Log was updated.

Excused = notified Secretary and President in advance director (or chair) was unable to attend meeting.

Non-Voting USAWE Committee Chairs in attendance for all or part of the meeting					
Affiliate Organizations	Stephanie Dobiss	X	Licensed Officials (co-chairs)	Christy Reich	X
Awards	Lynn Maloney	X		Doreen Atkinson	
Competitions	Laurie Ridgeway	X	Marketing and Promotion	TBA	
Elections	TBA		Membership	Kate Steffes	
Ethics	Dan Dahlke	X	Professional Development	Nicole Chastain	
Financial Oversight	TBA				
Horse Recording	Mindy Finelli		Rules	Amy Star	X
International Competition	Barbara Price	X	Website	TBD	
Volunteer Coordinator	Emily Osborne	X	Youth Development	Kasey Riddle	X
Task Force Leads in attendance for all or part of the meeting					
Bylaw Review	After P&P reviews		Strategic Planning	Tracey Erway	X

Current # of Committee Chairs/Task Force Leads = 13; 6 in attendance.

Additional USAWE Members in attendance for all or part of the meeting: J. Derrick Richardson, R5; Kate Fowler, R3; Lynsey Moritz, R6; Polly Limond, R7

Call to Order: President Tracey Erway called the meeting to order at 4:00 PM Pacific time.



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PUBLIC COMMENT PERIOD

President Tracey Erway opened the floor to members not on the Board interested in speaking to any topics on the agenda for the night. No members requested the opportunity to speak at tonight’s meeting. This opportunity will be offered again in future meetings.

TREASURER’S REPORT APPROVAL

In advance of the meeting, Treasurer Leesa Nero had provided the Board with a financial report. She reviewed the report and asked if any Board members had any questions.



USAWE TREASURERS REPORT Report for November 12, 2025 Board of Directors Meeting

Cash Assets as of October 31, 2025 are as follows:

• Chase Bank Checking.....	\$	13,731.20	
• Chase Bank Savings.....	\$	20,247.85	
• Chase Bank CD #1 Capital Reserves.....	\$	104,186.50 (1) Matures 01.13.26 Interest + \$ 922.33	
• Chase Bank CD #2 Emergency Reserves...	\$	56,676.75 (1) Matures 02.10.26 Interest + \$ 291.16	
• PayPal Bank.....	\$	<u>1,000.00</u>	
	\$	195,842.30 (2)	

Previous Months Cash Funds Reported:

December 31, 2024	= \$ 210,902.76	July 31, 2025	= \$208,319.30
January 31, 2025	= \$ 207,572.63	August 31, 2025	= \$211,041.29
February 28, 2025	= \$ 212,094.19	September 30, 2025	= \$212,739.38
March 31, 2025	= \$ 205,134.48	October 31, 2025	= \$195,842.30
April 30, 2025	= \$ 202,853.86	November 30, 2025	=
May 31, 2025	= \$ 201,846.99	December 31, 2025	=
June 30, 2025	= \$ 205,239.14	January 31, 2026	=

NOTE = Due to submitting these reports in time for each BOD Meeting Agenda, cash on hand and any additional financial reports (quarterly), are based on the latest monthly reconciled bank statement.

- (1) Chase CDs are earning interest on the matured CD totals. They do not create monthly bank statements for reconciliation for these accounts. The interest earned to date will not show in QuickBooks, or the above cash on hand amounts, until after the maturity date noted to the side.
- (2) The U.S. Bank Credit Card shows a current balance of \$628.03 which will be paid by November 24, 2025. There are two outstanding Expenditure Requests to be paid for \$3,700.00 this November.

PayPal has not been closed yet, but funds are no longer being directed into that account. After the integration between Findjoo and QuickBooks Income has been coming in directly to QuickBooks and QuickBooks is transferring the funds directly to the Chase Bank checking account. PayPal has been reconciled through October, and the account will be closed before the end of the year, with any remaining funds transferred to the Chase Bank checking account.

After opening a U.S. Bank Credit Card in the name of our Registered Agent, Leslie Martien, it was discovered that U.S. Bank considers her, and our President and President-elect, as "Employees" and will not process International charges with their cards. This has affected Foodjoo in Canada and Classmarker in Australia at this point. After discussing with U.S. Bank, as the Administrator for the credit card account, I can make international charges without them being declined so I opened another card under Treasurer and went ahead and revised Findjoo billing info to this new card so as not to interrupt their monthly billings. Leslie will use my number in January when she orders Classmarker tests. After this I called Chase and asked about their credit card options. Since the Bylaws specifically state the Treasurer cannot have/use a credit card we need to come up with a solution to solve this problem long term. So current options are as follows:

1. Modify the Bylaws to allow the sitting Treasure to have and use a corporate credit card.
2. Open a Chase Bank Ink Business Preferred credit card, in the company’s name and with a \$95.00 annual fee (does provide 3% and 1% Cash Back on specific purchases) which could be used for international charges. This could also work well when booking foreign judges’ airfare. There is another card without an annual fee, but we would be charged the 2.99% International Fee. So just for Findjoo that would be \$9.87 per month or \$118.44 per year minimum.
3. Open a Chase Bank Debit Card that could be used just for these few international purchases with amount limits and fraud protections set for it in our account.

2026 Budget: The Preliminary 2026 Budget was Shared with the Full Board and Committee Chairs on October 29th.

Reports:
2025 Budget vs. Actuals for Current Month October
2025 Budget vs. Actuals January through October

Respectfully submitted,
Leesa Nero, Treasurer

Current income / expenses appear to be where we would anticipate.

GLYNNA HOEKSTRA, R2 DIRECTOR, made a motion; PAT MELTON, R7 DIRECTOR, seconded

Motion #1: Accept the 11.12.25 Treasurer’s report, as submitted by Treasurer Leesa Nero.

→ **Motion passed by voice vote with 10 in favor (A), 0 opposed, 0 abstained, 0 recused, 2 absent.**

Director	Vote	Director	Vote
R1 Director – Sara Mackenzie	A	At Large Director 1 – Amy Star	Abs
R2 Director – Glynna Hoekstra	A	At Large Director 2 – Holly Linz	Abs
R3 Director – Cyndi Harris	A	Treasurer – Leesa Nero	A
R4 Director – Kiki Pantaze	A	Secretary – Julie Alonzo	A
R5 Director – Sara Barnwell	A	President Elect – Robin Bond	A
R6 Director –	--	President – Tracey Erway	A
R7 Director – Pat Melton	A		

PAT MELTON, R7 DIRECTOR, made a motion; SARA BARNWELL, R5 DIRECTOR, seconded

Motion #2: Authorize Treasurer Leesa Nero to apply for a Chase Bank credit card to enable international purchases.

→ **Motion passed by voice vote with 10 in favor (A), 0 opposed, 0 abstained, 0 recused, 2 absent.**

Director	Vote	Director	Vote
R1 Director – Sara Mackenzie	A	At Large Director 1 – Amy Star	Abs
R2 Director – Glynna Hoekstra	A	At Large Director 2 – Holly Linz	Abs
R3 Director – Cyndi Harris	A	Treasurer – Leesa Nero	A
R4 Director – Kiki Pantaze	A	Secretary – Julie Alonzo	A
R5 Director – Sara Barnwell	A	President Elect – Robin Bond	A
R6 Director –	--	President – Tracey Erway	A
R7 Director – Pat Melton	A		

VICE PRESIDENT POSITION DESCRIPTION

JULIE ALONZO, SECRETARY, made a motion; CYNDI HARRIS, R3 DIRECTOR, seconded

Motion #3: Approve the Vice President role description submitted by Tracey Erway for inclusion in USAWE Policies and Procedures.

→ **Motion passed by voice vote with 10 in favor (A), 0 opposed, 0 abstained, 0 recused, 2 absent.**

Director	Vote	Director	Vote
R1 Director – Sara Mackenzie	A	At Large Director 1 – Amy Star	absent
R2 Director – Glynna Hoekstra	A	At Large Director 2 – Holly Linz	absent
R3 Director – Cyndi Harris	A	Treasurer – Leesa Nero	A
R4 Director – Kiki Pantaze	A	Secretary – Julie Alonzo	A
R5 Director – Sara Barnwell	A	President Elect – Robin Bond	A
R6 Director –	--	President – Tracey Erway	A
R7 Director – Pat Melton	A		

PRESIDENT POSITION DESCRIPTION

JULIE ALONZO, SECRETARY, made a motion; SARA MACKENZIE, R1 DIRECTOR, seconded

Motion #4: Approve the President role description submitted by Tracey Erway for inclusion in USAWE Policies and Procedures.

→ **Motion passed by voice vote with 10 in favor (A), 0 opposed, 0 abstained, 0 recused, 2 absent.**

Director	Vote	Director	Vote
R1 Director – Sara Mackenzie	A	At Large Director 1 – Amy Star	absent
R2 Director – Glynn Hoekstra	A	At Large Director 2 – Holly Linz	absent
R3 Director – Cyndi Harris	A	Treasurer – Leesa Nero	A
R4 Director – Kiki Pantaze	A	Secretary – Julie Alonzo	A
R5 Director – Sara Barnwell	A	President Elect – Robin Bond	A
R6 Director –	--	President – Tracey Erway	A
R7 Director – Pat Melton	A		

INTERNATIONAL TEAM COACH AND CHEF D’EQUIPE

GLYNNA HOEKSTRA, R2 DIRECTOR, made a motion; SARA BARNWELL, R5 DIRECTOR, seconded

Motion 5: Approve International Committee recommendations for Coach and Chef d’Equipe for the US team, appointing Miguel Undabarrena as Coach and Julie Alonzo as Chef d’Equipe, effective immediately.

→ **Motion passed by voice vote with 6 in favor (A), 3 opposed, 0 abstained, 1 recused, 2 absent.**

Director	Vote	Director	Vote
R1 Director – Sara Mackenzie	A	At Large Director 1 – Amy Star	absent
R2 Director – Glynn Hoekstra	A	At Large Director 2 – Holly Linz	absent
R3 Director – Cyndi Harris	opposed	Treasurer – Leesa Nero	A
R4 Director – Kiki Pantaze	opposed	Secretary – Julie Alonzo	recused
R5 Director – Sara Barnwell	A	President Elect – Robin Bond	opposed
R6 Director –	--	President – Tracey Erway	A
R7 Director – Pat Melton	A		

COMPETITIONS COMMITTEE UPDATE

Laurie Ridgeway, Competitions Committee Chair, asked for any questions related to the quarterly report from the Competitions Committee and dispensations. Several Board members provided some guidance related to the information the Competitions Committee could request (specific guidance / recommendation from a person’s medical provider related to the accommodations recommended for a given competitor).

REGION 2 CHAMPIONSHIP

SARA BARNWELL, R5 DIRECTOR, made a motion; KIKI PANTAZE, R4 DIRECTOR, seconded

Motion 6: Approve the R2 Championship bid submitted by Wine Country Classic Horse Shows to host the 2026 R2 Championship October 2-5, 2026 at California Ranch Company in Temecula, CA.

→ **Motion passed by voice vote with 10 in favor (A), 0 opposed, 0 abstained, 1 recused, 1 absent.**

Director	Vote	Director	Vote
R1 Director – Sara Mackenzie	A	At Large Director 1 – Amy Star	absent
R2 Director – Glynn Hoekstra	A	At Large Director 2 – Holly Linz	A

R3 Director – Cyndi Harris	A	Treasurer – Leesa Nero	A
R4 Director – Kiki Pantaze	A	Secretary – Julie Alonzo	recused
R5 Director – Sara Barnwell	A	President Elect – Robin Bond	A
R6 Director –	--	President – Tracey Erway	A
R7 Director – Pat Melton	A		

INTERNATIONAL TEAM SPONSORSHIP DRIVE

JULIE ALONZO, SECRETARY, made a motion; SARA BARNWELL, R5 DIRECTOR, seconded

Motion 7: Approve International Committee’s proposed sponsorship drives with the following modifications: increase title sponsorship amount to \$7500, add one potential additional gold and silver level sponsor.

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

Director	Vote	Director	Vote
R1 Director – Sara Mackenzie	A	At Large Director 1 – Amy Star	A
R2 Director – Glynn Hoekstra	A	At Large Director 2 – Holly Linz	A
R3 Director – Cyndi Harris	A	Treasurer – Leesa Nero	A
R4 Director – Kiki Pantaze	A	Secretary – Julie Alonzo	A
R5 Director – Sara Barnwell	A	President Elect – Robin Bond	A
R6 Director –	--	President – Tracey Erway	A
R7 Director – Pat Melton	A		

WEBSITE COMMITTEE CHAIR

JULIE ALONZO, SECRETARY, made a motion; ROBIN BOND, PRESIDENT ELECT, seconded

Motion 8: Appoint Tracey Erway Chair of the Website Committee, effective immediately.

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

Director	Vote	Director	Vote
R1 Director – Sara Mackenzie	A	At Large Director 1 – Amy Star	A
R2 Director – Glynn Hoekstra	A	At Large Director 2 – Holly Linz	A
R3 Director – Cyndi Harris	A	Treasurer – Leesa Nero	A
R4 Director – Kiki Pantaze	A	Secretary – Julie Alonzo	A
R5 Director – Sara Barnwell	A	President Elect – Robin Bond	A
R6 Director –	--	President – Tracey Erway	recused
R7 Director – Pat Melton	A		

AWARDS COMMITTEE – ADDITIONAL FUNDING FOR LIFETIME RIDER MEDALS

SARA MACKENZIE, R1 DIRECTOR, made a motion; SARA BARNWELL, R5 DIRECTOR, seconded

Motion 9: Approve up to an additional \$1500 to Awards Committee for purchase of additional Lifetime Rider Medals.

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

Director	Vote	Director	Vote
R1 Director – Sara Mackenzie	A	At Large Director 1 – Amy Star	A



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R2 Director – Glynna Hoekstra	A	At Large Director 2 – Holly Linz	A
R3 Director – Cyndi Harris	A	Treasurer – Leesa Nero	A
R4 Director – Kiki Pantaze	A	Secretary – Julie Alonzo	A
R5 Director – Sara Barnwell	A	President Elect – Robin Bond	A
R6 Director –	--	President – Tracey Erway	A
R7 Director – Pat Melton	A		

HIRING OF FINANCIAL PROFESSIONAL

GLYNNA HOEKSTRA, R1 DIRECTOR, made a motion; KIKI PANTAZE, R4 DIRECTOR, seconded

Motion 10: Approve hiring a financial professional for up to \$4000/year (\$1000 per quarter) to work with USAWE Treasurer to perform quarterly reviews year after year each quarter, providing written reports to the BOD, beginning January 1, 2026. Volunteer support for this committee and chair are not sustainable. This ability to hire externally is supported by the 2025 Bylaws.

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

Director	Vote	Director	Vote
R1 Director – Sara Mackenzie	A	At Large Director 1 – Amy Star	A
R2 Director – Glynna Hoekstra	A	At Large Director 2 – Holly Linz	A
R3 Director – Cyndi Harris	A	Treasurer – Leesa Nero	A
R4 Director – Kiki Pantaze	A	Secretary – Julie Alonzo	A
R5 Director – Sara Barnwell	A	President Elect – Robin Bond	A
R6 Director –	--	President – Tracey Erway	A
R7 Director – Pat Melton	A		

USAWE PHOTOGRAPHERS/VIDEOGRAPHERS/CONTENT CREATORS AT LICENSED COMPETITIONS

The Board discussed a proposed motion “that the competitions committee require that all approved shows from 2026 on, including championships, permit USAWE to hire photographers/videographers/content creators to be at the shows in order for USAWE to retain the independent ability to develop content for the exclusive purpose of advertising and marketing USAWE at will. This requirement should be included in the rider release forms as well.” Some Board members expressed a desire to ensure that the show organizer’s photographer/videographer, etc. be included in the decisions.

MEMBERSHIP UPDATE

Renewal notices will start to be sent out next week, with reminders to renew scheduled to be sent out.

PD COMMITTEE

The committee is still at work and evaluating applicants. They have four more PIs in the pipeline.

ATTORNEY INPUT RE: CORRESPONDENCE AND BULLYING

The attorney has indicated that the Board can include bullying in the code of conduct but needs to define what is meant by bullying.

EDUCATIONAL CONTENT DEVELOPMENT

R1 Member Janet Phiney is working with Judge Sarah Pinney to develop educational content for training scribes.



UPDATE ON R1 CHAMPIONSHIP RESOLUTION

R1 Championship erroneous DQ likely to be resolved by marking rider as withdrawn rather than disqualified (pending feedback from LOC).

SPONSORSHIP OF BREED SHOWS / EVENTS WITH WE DEMOS, ETC:

The Board discussed whether USAWE should support financially, with marketing materials, etc. At this point, the Board decided not to address this as a motion. We support every breed with our sport. At this time, the Board does not believe we should support individual breed shows with financial sponsorships.

FILLING R2, R6, and R7 DIRECTOR SEATS

Information will go out to the membership to solicit letters of interest for members to fill empty regional director positions.

BENEFIT AT EL CAMPEON AND GIVEBUTTER

El Campeon raised several thousand dollars using the GiveButter technology. They had a live auction which raised \$3800, and a silent auction which raised another \$4000 or so. Abigail Martinez, R2 Member, solicited donations from local businesses, for the silent auction. The fundraiser was a great success.

APPOINTING A VICE PRESIDENT

SARA BARNWELL, R5 DIRECTOR, made a motion; KIKI PANTAZE, R4 DIRECTOR, seconded

Motion 11: Appoint Glynnna Hoekstra as Vice President, effective December 1.

→ **Motion passed by voice vote with 11 in favor (A), 0 opposed, 0 abstained, 1 recused, 0 absent.**

Director	Vote	Director	Vote
R1 Director – Sara Mackenzie	A	At Large Director 1 – Amy Star	A
R2 Director – Glynnna Hoekstra	recused	At Large Director 2 – Holly Linz	A
R3 Director – Cyndi Harris	A	Treasurer – Leesa Nero	A
R4 Director – Kiki Pantaze	A	Secretary – Julie Alonzo	A
R5 Director – Sara Barnwell	A	President Elect – Robin Bond	A
R6 Director –	--	President – Tracey Erway	A
R7 Director – Pat Melton	A		

PROPOSED BUDGET:

Board members should continue to provide feedback. Robin will discuss with Committee Chairs at the next Committee Working Chair meeting, and the Board will vote on the budget at our December meeting.

DEBRIEFING THE CHAMPIONSHIPS AND WAVE QUALIFIERS:

This is a topic for future discussion.

THANK YOU TO BOARD MEMBERS WHO ARE ROTATING OFF THE BOARD, AS WELL AS THOSE CONTINUING

President Tracey Erway shared kudos and thanks to Pat Melton and Sara Mackenzie, who will be rotating off the Board.

ADJOURNING THE MEETING

GLYNNA HOEKSTRA, R2 DIRECTOR, made a motion; SARA BARNWELL, R5 DIRECTOR, seconded

Motion #12: Adjourn the meeting.

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

Director	Vote	Director	Vote
R1 Director – Sara Mackenzie	A	At Large Director 1 – Amy Star	A
R2 Director – Glynnna Hoekstra	A	At Large Director 2 – Holly Linz	A
R3 Director – Cyndi Harris	A	Treasurer – Leesa Nero	A
R4 Director – Kiki Pantaze	A	Secretary – Julie Alonzo	A
R5 Director – Sara Barnwell	A	President Elect – Robin Bond	A
R6 Director –	--	President – Tracey Erway	A
R7 Director – Pat Melton	A		

President Tracey Erway adjourned the meeting at 6:13 PM, Pacific Time.

Minutes submitted by USAWE Secretary Julie Alonzo

Action Items to Follow Up On

1. Robin Bond to lead committee working group meeting to discuss budgets and ensure committee chairs understand that the Board needs to approve a balanced budget, which means not all requested budget amounts will be able to be approved.
2. Send announcement to members about open Regional Director positions (R2, R6, R7) and request members interested in being considered for appointment to these positions send a letter of interest to Robin (PresidentElect@usawe.org). The goal will be for the Board to appoint at our December meeting.
3. Hire bookkeeper or accountant to fulfill the oversight role outlined for FOC.
4. With Glynnna becoming VP on December 1, the Board will need to appoint a different Regional Director to the Ethics Committee (required to have 1 by Bylaws).
5. Create travel reimbursement policy for events
6. Robin, Tracey, Emily to work on filling positions with volunteers.
7. Alliance proposal based on Mustang Challenge and other events (Amy Star) ; Partner/alliance plan developed – Robin.
8. Robin to complete review of USAWE Insurance Policies – do we have sufficient / too much coverage? Finalize review of insurance to make sure we’re not overspending 6K for existing coverage during competitions.
9. Flesh out online marketing video project.