

Oregon Dressage Society Retreat  
Silver Falls Conference Center  
January 13<sup>th</sup> & 14<sup>th</sup> 2007.

Present: Corinne Stonier (office manager)  
Rose Newman (North Region Representative)  
Sarah Diebert (FVC President)  
Francy Haupt (Director at Large CMC President)  
Carol Taylor (South Region Representative)  
Ed Miller (South Region Representative)  
Kathy Darneille (NWV Chapter)  
Joyce Stride (Special Awards, 4H)  
Carol Stevens (North Region Representative)  
Gaye McCabe (ODS High School and Youth programs)  
Jennifer Milburn (MVC President, Championship Show Manager)  
Donna Longacre (USDF Region VI Director) (1.35pm)  
Monica Honegger (PCT President)  
Sylvia Kantas (CMC)  
Sally Temple (TRC)  
Donna Thayer (East Region Representative)  
John Craven (Treasurer, Past President)  
Kimberlee Barker (President Elect)  
Marsha Williams (President)  
Siobhan Barker (Secretary)

Saturday January 13<sup>th</sup> 2007  
1.05pm Marsha Williams called the meeting to order.  
Introductions followed.

Minutes meeting November 4<sup>th</sup> 2006.

Joyce Stride proposed the amendment of 5.4 concerning the Casual Grace award. *The intent was to contact the original donator of the Casual Grace award, Anne Hartel. The award will be stored until she is contacted in order that she may make a decision regarding the award.*

Joyce Stride proposed the amendment of 5.6 *A job description for the ODS Historian does exist.*

John Craven proposed the amendment of 7.7 *Mid Valley Chapter had had a clinic with Tracey Lert.*

Francy Haupt, seconded by Kimberlee Barker proposed the acceptance of the minutes as amended.

Carried unanimously.

Corinne Stonier noted that in the minutes for the Annual Members meeting of November 4<sup>th</sup> 2006 it was erroneously reported that she had presented a breakdown of the membership fees. It was, in fact, John Craven who had made the report.

Treasurer's Report. John Craven

ODS balances are as follows;

General checking	\$44,230.81
General Fund	\$14,863.65
Linda Acheson ODS Education Fund	\$34,928.88

ODS has now received monies from United States Dressage Federation (USDF) from ODS members joining online at USDF.

John indicated that the balance is generally up at the beginning of the year as memberships come in and is spent down over the course of the year. The general fund (reserve) is the cushion to cover costs if necessary. It is felt that ODS is in a more secure financial position than in the past and there has been no increase in membership fees for at least 3 years.

Some expenses have increased such as the individual cost of each Flying Changes subscription, payroll and insurance. However, ODS continues to grow and is still the third largest USDF Group Member Organisation (GMO) in the country.

It was felt that the ODS pledge to the USDF Capital Campaign was generous given the demographics of the ODS membership. Half the pledge of \$20,000 (twenty thousand) has been paid.

John reiterated that the intention of the Linda Acheson/ODS Education Fund is that it should grow to at least \$50,000 (fifty thousand) before a committee is set up to define criteria for awards from the fund. It was noted that the annual Benefit Show is not enough to raise the money quickly and other fund raising activities need to be considered.

The USDF increase in dues to GMOs will have an impact on ODS, with less money coming to ODS from USDF. ODS has been able to decrease some of its costs through doing publications in house. The ODS policy that new projects should be self funding has also helped.

The definition of the Patron membership was clarified and how donations are applied.

#### Office Report. Corinne Stonier. (Reports attached)

##### Expos and Merchandise.

FVC will again host the booth at Mane Event in Ridgefield WA, Feb 9<sup>th</sup>-11<sup>th</sup> 2007.

Volunteers are needed for the Northwest Horse Fair and Expo in Albany OR, March 23<sup>rd</sup>-25<sup>th</sup> 2007. Volunteers receive a free pass to the expo.

##### Membership.

1. John Craven and Marsha Williams will contact the Equamore Foundation and resolve the ODS donation situation.
2. Discussion of various methods of offering additional benefits to ODS members took place. Carol Taylor, Kimberlee Barker, Donna Thayer and Carol Stevens will contact each other with ideas and proposals for the 2008 membership year.
3. Siobhan Barker, Franci Haupt and Carol Stevens offered to assist with the bulk mailing of membership renewal reminders.
4. The information received from the online membership applications at USDF provides good information for and is easy for the office manager to process.

##### Insurance.

More clarification of what insurance is required and when is needed. Marsha Williams will contact chapter presidents to remind them of insurance requirements and to consult the packet mailed to them from the ODS office. Corinne Stonier will compile a Frequently Asked Questions (FAQ) about insurance sheet for chapters.

Ed Millar, seconded by Rose Newman, submitted a motion to accept the quote from Blue Bridle Insurance agency for a \$1,000,000.00 (one million) policy for liability insurance covering directors, trustees and officers of Oregon Dressage Society (ODS), including individual chapters of ODS, for an annual premium of \$1,935.00 (one thousand nine hundred thirty five).

Motion carried unanimously.

##### Publications.

The ODS 2007 omnibus is at the printers.

It was agreed to include the FEI tests in the ODS test book. Once the Pas De Deux and Quadrille have been received from USDF the test book will be ready for printing. It is expected to be ready by the beginning of February.

Website.

It was felt that the show and clinics page is now better edited and easier to read. The new policy for classifieds appears to be working.

Regional representatives will remind chapters of the chapter pages.

There was no discussion or decision regarding the bringing of the high school pages into line with the rest of the website. The cost would be in the region of \$200.00 (two hundred).

### Committee Reports

Championship Show. Jennifer Milburn.

Officials for the show have been contracted. Committee members are as follows: Website, Corinne Stonier; Banquet, Rose Newman; Silent Auction, Lenora Long; Volunteers, Carla Pusateri; Program, Sarah Diebert; Treasurer, Helen Ferguson; Sponsorship, Nikki White; Vendors, Rebecca Jefferies; Awards, Donna Edwards;

The following positions remain vacant: Hospitality; PR; Food Bank liaison.

Mary Cornelius will prepare the poster.

Jennifer Milburn will create job descriptions for the vacant positions to sent as a broadcast e-mail to members.

The 2008 show does not have a definite date yet, possibly Labor Day weekend again. The committee will meet in February.

The prize list on the website will be amended: all "senior" classes will become "open" in order to be in line with USDF/USEF definitions.

The banquet will again be at the Wilsonville Holiday Inn.

Jennifer Milburn left the meeting. 3.58pm

### Insurance.

The board agreed that the additional cost of the directors and officers insurance should be passed on to chapters as it will cover the chapter officers. John Craven will write to each chapter president outlining the cost and reasoning of the insurance. After discussion no consensus was reached as to what would happen should a chapter refuse to pay their share of the insurance premium. Payment in 2007 will be optional but compulsory in 2008.

### Committee Reports, continued.

Awards.

Currently the awards year and membership year are not synchronised. It was agreed that the awards year should be the same as the membership year (November 1<sup>st</sup> – October 31<sup>st</sup>). The 2007 awards year will be 13 months as a result of the change.

John Craven reported that there were a total of 1,039 rides with scores of 60% or higher at licensed shows for the 2005-2006 year. The highest score was 77.308% earned by Janice Dill. John also reported that due to changes in USDF reporting of results ODS scores will be available from USDF so manual data entry should be unnecessary.

It was unclear who collates the awards for the breed shows. Rose Newman suggested we let the breed shows know what information is needed by ODS to facilitate the input of results. Rose will also contact the breeders group to find out more about the structure of the awards.

Joyce Stride drew attention to the deadline for submissions for special awards, August 1<sup>st</sup> 2007. The date is posted online at the ODS website and in the roster.

Breeders Group. Rose Newman.

Rose Newman reported that the Breeders Showcase show will again take place in August. Rose indicated that the format of two one day shows may be changed in the future as it is difficult to secure judges for a single day.

Capital Campaign. Marsha Williams

So far ODS has paid \$10,000.00 (ten thousand) towards its pledge of \$20,000.00. This was raised through chapters and shows contributions. It was observed that some chapter members perceived the General Membership (GM) not to be paying their share of the pledge. It was noted that the ODS general fund was responsible for \$6,000.00 (six thousand) of the monies paid so far. The board agreed we need to explore ways in which the remaining pledge amount can be met.

Meeting adjourned 5.30pm.

Meeting re-convened at 6.30pm.

By- Laws Work Session. Donna Thayer, Ed Miller. See attached reports.

The revision of the ODS by-laws will be a long process. Donna Thayer had highlighted many discrepancies in the descriptions of officers, membership and committees.

Membership.

The categories of membership are listed on the ODS website. However, it was felt that work needs to be done on the various categories of membership to bring the definitions into line with USDF/USEF adult/junior/senior/young rider definitions. Business, patron, honorary and life need a clearer definition of entitlements. "Participating" members became "adult" members. The voting rights of each membership category need clarification.

Board of Directors.

The board should be representative and serve the whole of Oregon, discussion of how best to ensure this took place with no decision made. The issue of nominations versus election was also discussed as was the representation of chapters. The criteria for non-attendance should be clearly outlined and the differences in attendance requirements be streamlined.

Officers.

The voting rights of officers serving on the board needs clarification. Terminology of references to the executives should also be addressed (officers/directors/committee/board?). The eligibility for holding office is unclear also. The issue of term limits was discussed.

Committees.

There is a need to decide which committees should be standing, if any, and which should be ad-hoc.

Donna Thayer asked that comments and ideas be emailed to her and Ed Miller so they may present draft By-laws at the next meeting.

Siobhan Barker proposed a motion, seconded by Rose Newman, to adjourn the meeting.

Meeting adjourned at 8.35pm

Sunday January 14<sup>th</sup> 2007

Present; Present: Corinne Stonier, Rose Newman, Sarah Diebert , Francy Haupt, Carol Taylor, Ed Miller, Kathy Darneille, Joyce Stride, Carol Stevens, Gaye McCabe, Donna Longacre, Monica Honegger , Sylvia Kantas, Sally Temple, Donna Thayer, John Craven, Kimberlee Barker, Marsha Williams, Siobhan Barker.

Meeting called to order 8.35am.

Committee Reports.

Clinic projects and Linda Acheson Show. Kimberlee Barker.

The Linda Acheson /ODS Education Fund benefit show will be a two day event, the first day a practice show and the second day an ODS League show. The show will be at Lake Oswego Hunt Club August 18<sup>th</sup> & 19<sup>th</sup> 2007.

Kimberlee Barker will manage the show and Christopher Main has agreed to be secretary. There will not be a silent auction. Kimberlee is investigating the possibility of judges donating their time.

Tracey Lert is to give a clinic covering the riding of the new USEF dressage tests at DevonWood Equestrian Centre (DWEC) on February 3<sup>rd</sup> 2007. DWEC is donating the arena and Teri Emrich will provide horses and risers from the DWEC clients. Mid Valley Chapter of ODS will share the travel costs for Ms. Lert. It is hoped that the ODS test booklet will be ready in time for the clinic and copies distributed to qualifying attendees. Kimberlee will put out a special mailing to USDF L graduates and investigate the possibility of continuing education and university credits with USDF. Marsha Williams will investigate the possibility of obtaining grants from the Dressage Foundation and USDF Region VI to help defray the cost of the clinic. The clinic will be open to all, however, ODS members will receive a discount.

L program and other Adult Ed. Francy Haupt.

Francy reported on the pre-certification held August 2006. The Equestrian Institute will be running an instructors program in 2007. The USDF L program part 1 has been approved by USDF. Three sessions are to be held in 2007. Francy gave an outline of the program and expected costs. The details are posted on the USDF website.

League Championship, Youth Program (High School), other shows. Gaye McCabe.

Gaye McCabe reported that the 2007 League championships will take place 9<sup>th</sup> & 10<sup>th</sup> June at the state fairgrounds in Salem. Gaye has contracted Diane Royce to officiate. Christopher Main has agreed to be secretary. There was a brief discussion concerning the test levels offered at ODS league shows. It was agreed to defer any decision at this stage.

Both the youth and high school programs continue to grow and have been able to give college scholarships from the show profits.

The requirements for the high school team have changed in that riders will no be obliged to be chapter members but will be encouraged to do so. The group will instead be considered as a committee. The possibility of a college team with the same structure as the high school team was discussed.

Region 6. Donna Longacre.

Donna Longacre reported that the 2006 USDF convention appeared to have been a success and that USDF is beginning to open its doors to other organisations e.g. Pony Club members will now be able to specialise in dressage after a certain level. In region 6 Donna is working on better communication between the region's GMOs. Christine Mockford is the new webmaster for the region. Donna hopes to promote a mentor program for Young and Junior riders. She would like to see the region meeting to be held November 17<sup>th</sup> & 18<sup>th</sup> to be more educational and to attract more attendees from the GMOs so that information from the whole region can be feed back to the annual USDF convention.

Old Business Not Covered. Marsha Williams

Investment account. John Craven will look into the account held by ODS.

Historian. Siobhan Barker offered to take on the role of ODS historian. There were no objections. Siobhan will be the Historian.

By-laws

It was felt that the indemnity clause in the ODS by-laws was inadequate for the current role of ODS and its officers. Donna Thayer had prepared new clauses for the board to discuss and, possibly, implement before the by-laws can be full re-written.

Carol Taylor proposed, seconded by Francy Haupt, to replace clause 8.1 of the ODS by-laws with the following:

*8.1 Right to indemnification. ODS shall indemnify and hold harmless any person who is or was a director, officer, committee chair, volunteer, or agent of ODS against any and all expenses, liabilities and losses (including, without limitation, attorneys' fees, judgments, fines, excise taxes or penalties and amounts to be paid in settlements approved by ODS) reasonably incurred or suffered by such person in connection with or by reason of the fact that he or she is or was or has agreed to be a director, officer, committee chair, volunteer, or agent of ODS and/or to the extent acting as a director, officer, committee chair, volunteer, or agent of ODS, all to the fullest extent required or permitted by applicable law. In addition, ODS shall have the power to indemnify (which indemnification shall include, without limitation, advancing reasonable expenses) to the fullest extent permitted by laws such other persons as the Board may determine from time to time. Any amendment to the Article X shall be prospective and shall not reduce or eliminate the right of any person to indemnification hereunder with respect to any act or failure to act occurring on or prior to the date of any such amendment. Notwithstanding the foregoing, ODS shall not be required to indemnify any person for his or her own gross negligence or willful misconduct. Notwithstanding any other provision of these Bylaws, ODS shall neither indemnify any person nor purchase any insurance in any amount to any extent that would jeopardize or be inconsistent with the qualification of ODS as an organization described in section 501 © (3) of the Internal Revenue Code or that would result in the imposition of any liability under section 4941 or 4948 of the Internal Revenue Code.*

*8.2 Nonexclusivity of Rights. The right to indemnification and the advancement and payment of expenses conferred in the Article X shall not be exclusive of any other right which any person may have or hereafter acquire under any law (common or statutory), provision of the Articles of Incorporation of ODS, Bylaws, agreement, vote of members or disinterested directors otherwise.*

*8.3 Insurance. ODS shall have the power to purchase and maintain at its expense insurance on behalf of the persons listed in Section 10.1 to the fullest extent permitted by applicable law, whether or not ODS would have the power to indemnify such person under this Article X*

*8.4 Savings Clause. If this Article X or any portion hereof shall be invalidated on any ground by any court of competent jurisdiction, then ODS shall nevertheless indemnify and hold harmless each director, officer, volunteer or committee member of ODS, as to costs, charges and expenses (including attorneys' fees), judgments, fines, and amounts paid in settlement with respect to any action, suit or proceeding, whether civil, criminal, administrative or investigative to the full extent permitted by any applicable portion of this Article X that shall not have been invalidated and to the fullest extent permitted by applicable law.*

Motion carried unanimously.

Marsha Williams thanked Donna Thayer for her work on the by-laws.

#### New Business. Marsha Williams

Travel Stipend. Marsha Williams.

The idea of paying a stipend or travel allowance to officers attending ODS meeting was discussed. There was no consensus as to whether or not the cost to a volunteer is a deterrent to he or she stepping forward to stand for office. Concern was expressed at the cost to ODS of such a program. John Craven will examine the costs, based on mileage of the board members attending the retreat. He will present the findings at the May meeting. The question of eligibility for the stipend or allowance was also discussed. The board agreed to discuss it further at the May meeting.

Ward Wells Trophy. Joyce Stride

The idea had been to auction the trophy at the 2007 banquet. Joyce Stride reported that she had been approached by a friend of the donator of the original award with an offer to purchase the award. The buyer would then present the trophy to the original donator. The board agreed to allow the sale to proceed. The Casual Grace award will be auctioned at the banquet if the donator cannot be located.

ODS non-member fee. Ed Miller.

After discussion it was agreed that individual shows may collect the fee but that it would not be official ODS policy to do so.

League Show work session. Marsha Williams

There is perceived to be a problem with rules compliance with the league show program due to its expansion and the re-introduction of the league championship. Many issues including the rating of the judges officiating at the shows, the level of rides to be offered and the dress code were raised.

It was agreed to set up an ad-hoc committee to establish rules and a foundation for the league show program.

Kimberlee Barker, Rose Newman, Carol Taylor and Marsha Williams agreed to be committee members.

The tracking of continuing education for L program graduates was discussed but members felt that ODS is not ready to do this.

Next meetings.

May 19<sup>th</sup> 2007 at the Adult Team Challenge show in Boring, OR.

July 21<sup>st</sup> 2007 Eugene area.

November 3<sup>rd</sup> 2007 Eugene area.

Rose Newman proposed, seconded by Siobhan Barker, to adjourn the meeting.

Motion carried.

Meeting adjourned 11.59am.

# EXPOS AND MERCHANDISE

## ODS STAFF

Corinne Stonier, Office Administrator

FVC is hosting the ODS Booth at the Mane Event February 9 – 11 in Vancouver. I have pre-ordered fleece vests, sweatshirts (crew and full-zip hooded style), long-sleeve t-shirts fleece caps and fleece headbands. I also ordered books from Half-Halt Press per our existing agreement that they provide books and we sell them or ship them back and are allowed to discount or to take the profit (currently, we discount).

ODS has a booth planned at the Northwest Horse Fair & Expo; I have a room reserved at the Holiday Inn Express. This year we are trying something new: we will be splitting a large booth space with Nicole Chamberlain's business (COC-president) in order to have a more affordable rate. Depending on what sells in Ridgefield, we may or may not place reorders for

### Issues:

- 1) Last year there was discussion to remove Equamore Foundation from the membership form however nobody contacted Linda Davis at Eden Farm to discuss this therefore I did not remove Equamore. If it is still the consensus to remove Equamore from the membership form as a pass-through donation, will someone please volunteer to contact them via mail and cc the office on the letter and I will feel much more comfortable removing that donation line from the form.
- 2) We will have to modify the 2008 form slightly to remove the PM discount as the 2006 USDF BOG voted to discontinue that benefit. Due to this, does anyone want to try to come up with a benefit that will be in its place, such as publicized tack store discounts (some already offer this option anyhow to members showing their membership card at the time of checkout) or another alternative benefit?
- 3) I would like to request a volunteer to either pick up envelopes/letters/bins or for a volunteer to come to my house to help me with stuffing envelopes for a second bulk mailing next week – the typical "*Have you forgotten to renew your ODS membership*" with membership form and remittance envelope. Over the past two years, this mailing has been successful in reaching the non-renewed members and more than paid for itself.
- 4) Online membership renewal seems to have had the "bugs" worked out. I was on the phone with USDF several times between September and December and we finally found two problems in the code and then several small enhancements were made and members have not been reporting errors since then.

# WEBSITE

*ODS STAFF*

Corinne Stonier, Office Administrator

**I continue to have so much fun with the website!** Today we got the biggest compliment from a person who said that the ODS website was the best website of any dressage organization across the US, including the USDF one 😊 That was a really fun conversation.

The ODS Omnibus files are posted to the Omnibus page and within each show's block on the Shows & Clinic page.

See attached statistics reports.

Accomplishments over the past year:

- 1) Resolved the problem with the shows page being very long and becoming outdated by creating an archiving process.
- 2) Creating regularly scheduled posting dates on the classifieds page has helped tremendously with member expectations of timelines.
- 3) Resolved the problem with the shows page necessitating scrolling across to see the entire show information (problem was coming from USDF links being very long – now we use shorter “title” text links instead of showing the entire web address).
- 4) Completed installation of software to run the news page;
  - a. Including an RSS feed (RSS is a family of web feed formats used to publish frequently updated digital content, such as news feeds, blogs or podcasts.)
  - b. Archives automatically.
  - c. Scheduled posts.
  - d. Automatic categorizing creates photos posting with president's note.

Issues:

- 1) Chapter pages dropped off the radar. Only about three chapters have pages at this point; should we do a renewed effort or ??
- 2) I want to recommend that the High School Pages be brought into the database style of pages using the software installed on the news page. I have been told that the cost to do this is about \$200 for Wordpress commercial database license and installation by Swank Design. This would create a “blog” on each page plus an RSS feed so that high school team coordinators could update their pages very easily with ODS Office Staff monitoring content.

# INSURANCE

*ODS STAFF*

Corinne Stonier, Office Administrator

I mailed out an insurance packet (white pages behind this) in December to every chapter president and activity director on file. In addition, forms are posted to the ODS “Show Management” page on the website.

Issues:

- 5) Chapters continue to run events without insurance notification. E-mails and posting in *Flying Changes* and packets in the mail still are not working.  
*Proposed solution:* Continue to do education with a more aggressive effort. Will need to get regional directors / office staff to take the time to contact chapters by phone or by attending their meetings to make sure that Chapter Officers understand why their Chapter needs to fill out and submit office paperwork.
- 6) USEF insurance policy was updated last year mid-year to require each licensed show have a policy – i.e. licensed shows may not share policies with any other licensed shows. What that means is that two-one-day shows must each have their own separate policy. Policies start at \$175 per show day as opposed to the former rate of \$51 per show day when able to attach to the main ODS Policy. When I received the insurance policy and certificates for shows/clinics that we submitted in November with our renewal paperwork, I received a memo stating that Blue Bridle has not written policies for any of the shows that are licensed and that we would hear more about the exact rates and requirements at a later date. I photocopied this notice and mailed it to all of the licensed show contacts (per insurance application) so that each show would know about the delay. Blue Bridle, the ODS Insurance Agency, has communicated that we may have a better answer after this weekend's USEF Convention as several people are going to ask the reasoning behind this new requirement. Blue Bridle is "fighting" the USEF requirement to provide a separate policy for each show based on the fact that USEF does not follow their own rules. Blue Bridle states that if a show does not provide USEF with insurance paperwork, that show is "force placed" onto the Equisure/USEF liability policy, not a separate policy just for the purposes of that show. More to come, I am sure. It has been recommended to me by Barbara Tuohino Funk that ODS write a letter to USEF, directing one copy to the competitions department and one to the compliance department, stating that the rule is expensive and that it was unfair to update this in the middle of a competition year.
- 7) Directors and Officers policy quote has arrived and is enclosed – printed on purple paper in this section. The cost of the premium is \$1935 for all chapters and ODS or \$805 for ODS Exec. Board only a difference of \$1130 to insure chapter officers (or \$66.47 per chapter based on 17 chapters).

# MEMBERSHIP UPDATE

ODS STAFF

Corinne Stonier, Office Administrator

The numbers are normal – no huge upswings or shortage.

**Current members: 922**, including 730 primary adult members at \$60, 121 primary junior/young rider members at \$50, 17 patron members at \$100 and 16 business members at \$125. Also, there have been 19 adults to take the supporting family membership discounted rate of \$52 and 12 junior/young riders to take the supporting family membership youth rate of \$42.

Issues:

- 8) Last year there was discussion to remove Equamore Foundation from the membership form however nobody contacted Linda Davis at Eden Farm to discuss this therefore I did not remove Equamore. If it is still the consensus to remove Equamore from the membership form as a pass-through donation, will someone please volunteer to contact them via mail and cc the office on the letter and I will feel much more comfortable removing that donation line from the form.
- 9) We will have to modify the 2008 form slightly to remove the PM discount as the 2006 USDF BOG voted to discontinue that benefit. Due to this, does anyone want to try to come up with a benefit that will be in its place, such as publicized tack store discounts (some already offer this option anyhow to members showing their membership card at the time of checkout) or another alternative benefit?
- 10) I would like to request a volunteer to either pick up envelopes/letters/bins or for a volunteer to come to my house to help me with stuffing envelopes for a second bulk mailing next week – the typical "*Have you forgotten to renew your ODS membership*" with membership form and remittance envelope. Over the past two years, this mailing has been successful in reaching the non-renewed members and more than paid for itself.

- 11) Online membership renewal seems to have had the “bugs” worked out. I was on the phone with USDF several times between September and December and we finally found two problems in the code and then several small enhancements were made and members have not been reporting errors since then.

# PUBLICATIONS

*ODS STAFF*

Corinne Stonier, Office Administrator

**ODS Omnibus:** is at the printers. All shows have been posted online.

**ODS Test Booklet:** both USEF and USDF license agreements have been received. USDF Intro A & B plus USEF Training Level – Fourth Level are all placed within the publication and ready to go. I am waiting for the USDF CD or for someone from the staff to e-mail me the Freestyles, Pas de Deux and Quadrilles or for the board to tell me to print without them. Also, am questioning if we should include the basic FEI tests – Prix St Georges, I – I & I – II and Grand Prix/GPS? I have those downloaded if board approves, won't be much work to include (I already have permission granted if board decides to move ahead).

**ODS Roster:** scheduled for production the second week of April 2007.

**ODS Handbook:** target date for completion of revision is late March, 2007.

Issues:

- 12) Deadline of Omnibus did not help with time management / too many complaints from show managers about being so rushed. Plus, some shows sent in as many as eleven (three runners up had six) revisions/updates because there was too much time available. Publications committee decided to move up deadline to October 1<sup>st</sup> (with first mailing to go out around August 1<sup>st</sup> which will remind of the deadline, rates and info), which is probably more realistic and will create less of an updating/paper shuffle mess in the ODS Office.
- 13) I need help getting Chapter Officer Lists turned into the office in time so that I can include those in the Roster. Regional directors? How to proceed? This again, is probably a visit or a phone call thing.
- 14) Publications Committee may need to either e-meet or meet to delegate the handbook chapters. Handbook is overdue for revision for grammar/spelling/updates but also for content – sample contracts, volunteer information, etc, is pretty out of date. Siobhan?

# **REVIEW OF BYLAWS AND PROCEDURE MANUAL: KEY SECTIONS**

## **1. MEMBERSHIP**

THE BYLAWS say there are eight classifications of membership but list only six (adult, junior, honorary, patron, life, business). None are defined except honorary, which members nominate and the Board of Directors confirms but no mention of the length of membership. The Bylaws also don't say which classifications have voting privileges and which don't. One odd statement is that all members may be charged a special assessment of up to 100% of their dues by unanimous vote of the Board. Failure to pay means suspension of membership but no mention of how long this suspension lasts.

*The Procedure Manual says there are six classifications but lists seven (charter, adult, junior, honorary, life, patron, business). "Adult" is defined as 18 or older but must be 21 to hold office. A "Junior" is not yet 21 so someone can be both an adult and a junior (an adult can vote and hold office but a junior can't hold office under 18). An "honorary" is selected by the Board, is exempt from dues, but has no vote. A "life" is \$1000 but no mention of voting status. A "patron" is anyone making a contribution beyond "participating membership" (which is never defined and doesn't explain how it is different from just "membership") and no mention of voting status. A "business" is so confusing I can't even summarize. Anyone who joins and pays dues after Aug. 31 is considered paid for the following year.*

## 2. BOARD OF DIRECTORS

THE BYLAWS state that the Board consists of three directors-at-large with three year staggered terms and two regional directors from each region (which is not defined here but in the Procedures Manual as north, central, south, and east) with one- year terms. The directors-at-large are nominated by a Nominating Committee (which is not defined here but in the Procedures Manual is said to be made up of three current directors-at-large, so a director could be nominating himself, and three “participating” members, which is never defined). Vacancies are filled by the Board until the next election for directors-at-large but there is no mention of how long the appointee will serve—one year? End of term he is filling? The regional directors are “filled by the Region” which is never explained, but in another section, each chapter is required to send a representative to the “Regional Council” which meets four times a year and elects Board members (it doesn’t say whether this council has its own Board or is electing the ODS Board), and the chapter president “shall serve as Regional Representative.”

*The Procedures Manual says the duties of the Board of Directors are outlined in “the Oregon Statutes (sic.)” but these are never defined. In the section on “removal from Board” a “chapter director” (never defined) is removed if he or she misses three successive Board meetings, but a director-at-large must attend only one Board meeting per year so can miss three.*

### 3. OFFICERS

THE BYLAWS list four officers (president, president-elect, secretary, treasurer) which it calls “Executive Committee” but under “past president” this officer is listed as a voting member of the “Executive Board” for one year following the term as president. In “Eligibility to be an Officer”, the bylaws state that the offices are open to any “voting member, 21 years of age and over, in good standing, shall be eligible to hold state office” although previously the bylaws stated that adults over 18 could hold office, and there is no mention of having to be a director of any kind to hold office. The terms are not defined (one year? Term limits? How many terms as president elect?). The Board is charged with filling vacant officer positions but doesn’t say who is eligible.

*The Procedures Manual creates a Nominating Committee for ODS officers that says, “all current directors” are eligible to become officers in one sentence but that officers “must be directors-at-large” in another. The treasurer or secretary may be appointed if no directors-at-large are “qualified and willing to hold the treasurer or secretary position” as long as they are a “qualified Participating ODS member” which is never defined.*

## 4. COMMITTEES

THE BYLAWS state that ODS shall have standing committees that “may exercise duties of the Board of Directors” with certain limits (the list is in 5.2) but there is no mechanism for Board oversight other than the submission of timely reports. The only committees mentioned in the bylaws are the Nominating Committee and the Executive Committee. The president appoints all committee chairpersons and is an ex-officio member of all committees except the Nominating Committee.

*The Procedures Manual mentions a Nominating Committee for Directors-At-Large, a Nominating Committee for ODS Officers, Grievance Committee (but also a separate Dispute Resolutions Panel), Finance Committee (which prepares the budget to be submitted to the Executive Committee who submits to the full board for approval), Educational Chairman (but not a committee). It also says there shall be the following standing committees: Education, Financial Review, Sport Horse Breeding, ODS Judges, Public Relations and Promotions, Championship Show, Quadrille. The manual also states that “any committee exercising any duty of the Board of Directors shall be composed of two or more Directors.”*

## **A STARTING- POINT- FOR- DISCUSSION MODEL**

THE PURPOSE FOR THIS MODEL IS A STIMULUS FOR BRAINSTORMING

Currently there are three directors-at-large and eight regional directors with the executive committee consisting of the four officers plus the past president for one year so the total is either 11 or 12. It is difficult to find regional directors. The connection between the Board and the individual chapters is difficult to establish.

Possible changes:

1. Increase the number of directors-at-large to 5 so that more people could serve regardless of region and decrease the number of regional directors to four. Regional directors serve for one year but must be either a chapter president or designated member of that chapter, and directorship rotates among the chapters in that region but all chapters must send a director when its turn in the rotation comes around. These are the voting members of the Board.
2. Form six standing committees (finance, education/scholarship, league shows, recognized shows, junior-young rider, sport horse breeding) with each chair becoming a non-voting member of the Board. Each chairperson must attend at least one Board meeting per year to keep his or her chairmanship.
3. The total number of voting members is 9 or 10, depending on the past president who can serve for one year following his or her presidency even if this year is one year beyond the three-year term. A quorum is then 5 or 6.
4. Offer voting directors the opportunity to be compensated for mileage to and from meetings.