

**Oregon Dressage Society Board Meeting
by Conference Call
April 24, 2012**

Present: Rose Newman, President; Gaye McCabe, President-Elect; Christopher Main, Treasurer; Claire Evans, Secretary; Corinne Stonier, Executive Director; Patty Armstrong; Rachel Merusi; Jessica Rattner; Carolyn Wesolek

The meeting convened by conference call at 7:30 pm. Rose opened the meeting by requesting that, other than the three items on the agenda circulated beforehand (following minutes), additional topics should be communicated to Corinne for inclusion in the agenda for the next Board meeting on May 12, 2012.

1. Publishing membership roster online -- Chris Main

Several issues require consideration when developing a policy to publish the ODS membership roster online, explained Chris. First, publishing personal information might include some aspects that should not be viewable by the general public, only by ODS members. Second, the online roster should be at least as easy to use as the printed publication.

Patty noted that in the membership survey that was conducted 18 months ago, some respondents stated that they don't use a computer, so an online roster would not be viable for them. Perhaps a periodically updated pdf file could be available on request from the ODS office.

As far as managing content online, Chris' research to date indicates that a desirable feature would be to have a required login for only ODS members, a feature common to many systems. Two problems arise, however: providing a way to retrieve login information, if the member loses it; and creating a check to verify that the user is indeed an ODS member. The latter would require a manual process to qualify members, but Chris asserts this is worth looking into even so, especially since the membership list should be updated on a regular basis. Corinne says members currently request print-on-demand membership cards, so this sort of system would be an ideal solution for both issues. She cautioned that such a system might have a large set-up or maintenance fee and worried that she might not have the time to maintain it in addition to all that she performs for ODS. Chris feels that the presentation of the data would be feasible in pdf format. An alternative might be to look up members on a pdf without managing data. Is this an option we wish to pursue, regardless of the online format, Chris asked? The problem seems soluble but needs a Board decision.

Patty asked if it would be possible for members to request that their information not be shared with other ODS members. Yes, responded both Corinne and Chris, an opt-out request is possible already. The two-step process of opting out would be possible for any additional system as well.

Rose asked if a vote by the Board would be needed. Chris was uncertain how to proceed, since this is fundamentally a publication. Corinne noted that at the Board meeting in May, a proposal is expected to establish an ad hoc publications committee, so perhaps this would fall under that eventual body's jurisdiction. Otherwise, the Board could create a standing publications committee. Chris offered to develop a proposal to move this idea forward in the absence of a publications committee and is prepared to present it at the next Board meeting in May. Rose said that approach sounds like a good idea, so the Board would be able to discuss the ramifications of an online roster fully. Rose thanked Chris for bringing this initiative to the Board.

Action Step: Chris Main will prepare a proposal for the May meeting to develop a policy and methodology for creating an online ODS membership roster.

2. ODS Chapters -- Corinne Stonier

Rose asked Corinne to explain the origin of this agenda item. Chapter officials regularly inquire of the ODS office about a wide variety of procedures. Chapter II, Section II.J of the Policy and Procedures Manual (P&P) gives general information about chapter formation and operations; Chapter X offers more guidance but has not progressed beyond “draft” status for some time. ODS presently has sixteen operational chapters, but are all in good standing? Especially with respect to financial reporting, holding four meetings per year, and reporting requirements as defined in Chapter II, Corinne feels that some type of oversight is needed, as well as some form of communication between the Board and the chapters. Does Chapter X need to be clarified, Rose asked? Corinne said yes, because Chapter X refers back to Chapter II.

In addition to clarifying these reporting requirements, Corinne stated that currently there is no minimum number of members which chapters are required to maintain, whereas 13 members must constitute a chapter for formation (NOTE: this is a provision under the “draft” requirements of Chapter X, so technically not in force). Gaye noted that this is a difficult issue; what if there is a particularly active group of six, but an inactive group of ten? Chris agreed that the level of activity is important and should factor into maintenance requirements, but he questioned whether the purpose of this discussion was to determine an action to take against “inactive” chapters, or to consider changes for the Policy and Procedures Manual and operations? Corinne responded this has been a concern under the radar for some time, including the concerns about reporting requirements. Many members would like to learn more about chapters, but the web site might not be sufficient as the principal mechanism. Her intent in bringing this topic to the agenda was to highlight the need for communication and flow of information between the Board and chapters.

Patty related that a new member recently expressed the belief that chapter membership required an additional fee. Gaye noted that education often seems to be the bellwether of chapter participation and success. Should attendance of chapter officers at the February retreat be mandatory for educational purposes about ODS policies and procedures? Corinne responded that attempts have been made to offer educational orientation, but people don’t respond. Gaye opined that perhaps the time has come for this to be mandatory, given the legal issues at play (i.e., insurance). Corinne said many chapter officers don’t respond to requests to learn about the organization, and this has serious consequences not only for legal matters, but equally for the marketing aspects of the chapter’s local outreach. Chris suggested that the Board assign a small group to review Chapter X, get it out of draft stage to become part of the Manual, with attention to expectations of chapters and concrete actions. Gaye and Rachel agreed.

Chris proposed that the Board appoint an ad hoc committee to review the role of chapters, with the intent of fully developing Chapter X of the P&P Manual to clarify the role of ODS chapters and the responsibilities of their officers. Corinne said Marsha had previously indicated willingness to work on this; perhaps she would be willing, given her previous roles as chapter president and ODS Board member.

Chris wondered if the Board should more carefully define the scope of this initiative which should be shaped by next year’s winter retreat. Patty sensed that a progress report could be ready for the May meeting and final recommendations by the February retreat. Chris therefore modified his proposal, offering that an ad hoc committee prepare a draft proposal and items for discussion at the Board’s August meeting, envisioning that amendments to the P&P Manual be presented at the February retreat/Board meeting. Rose asked Patty if she would be willing to take this on, but Patty responded that her schedule

would not permit it. Rose will contact Marsha about taking the lead on this action step, and Rachel offered her assistance, as did Gaye.

Action Step: Rose will contact Marsha about leading a review of the Draft Chapter X of the Policy and Procedures Manual, concerning the roles and requirements of ODS Chapters, with the aim of presenting a draft proposal and items for discussion at the August meeting of the ODS Board, followed by proposed amendments to the Policy and Procedures Manual for consideration at the February 2013 Board meeting.

3. Appointed State Volunteer Position: ODS Historian -- Rose Newman

The vacancy of the ODS Historian position has languished for some time. Rose noted that a job description exists in Chapter I, Section V.E.4 of the P&P Manual (page 11 of the current version, Chapter I) and wondered why recruitment has not been successful. Noting that this is a volunteer position and depends upon an individual's willingness to step forward and shape the role, Corinne sought to underscore the national prestige that the Historian could attain by recently initiated opportunities for interaction with USDF. USDF has asked for annual input from GMOs to its Historical Committee as part of the GMO renewal process, and this might mean openings for a seat on that committee for ODS. This is a material change in the role of the ODS Historian, she urged. If this is being asked of ODS, said Chris, this needs to be codified somewhere as a first step. Perhaps the ODS Historian should be asked to prepare reports to the Board for final approval, before submitting to USDF. Claire noted that points b and c of this agenda item were much more externally focused, and the (revised) role of the ODS Historian should reflect these more communications-oriented duties. Both b and c essentially change the Historian's role, Chris agreed, and could not be added without modifying the P&P Manual.

Rose asked if the position should be kept as is, or changed? Patty marveled that one individual in this role could remain aware of everything going on throughout ODS. Corinne said that in the past, the Historian collected all information herself, polling show teams and chapters, trolling for information and photographic material to document the GMO's annual history. Collecting and archiving is the tradition role of this position, but organizing and issuing information would constitute new roles.

As discussion began to center on what the purpose of this initiative actually was, Rose said that first, given that a job description exists, we need to find someone to fill the position of ODS Historian who will report to the Board on GMO-wide activities before enlarging the scope. Rose will take on matter, discuss options with Corinne, and determine whether to amend the Historian's job description.

Corinne urged that in the interim, someone really needs to keep the ODS scrap book up to date, especially to collect chapter information from *Flying Changes*. Patty said she has all of the archived chapter newsletters and could provide them for scrapbooks.

Action Step: Rose will head the effort to recruit an ODS Historian, in consultation with Corinne.

So basically, Rose concluded, there is a lot to do with nobody taking on any duties.

Next meeting: May 12 at the Holiday Inn in Springfield (NOT the Holiday Inn Express)

Rose moved to adjourn and Patty seconded. The conference call adjourned at 8:30 pm.

Action Steps

1. **Online Membership Roster:** Chris Main will prepare a proposal for the May meeting to develop a policy and methodology for creating an online ODS membership roster.
2. **Chapter Roles and Requirements:** Rose will contact Marsha about leading a review of the Draft Chapter X of the Policy and Procedures Manual, concerning the roles and requirements of ODS Chapters, with the aim of presenting a draft proposal and items for discussion at the August meeting of the ODS Board, followed by proposed amendments to the Policy and Procedures Manual for consideration at the February 2013 Board meeting.
3. **ODS Historian:** Rose will head the effort to recruit an ODS Historian, in consultation with Corinne.

Respectfully submitted,

Claire Fronville Evans
Secretary
1 May 2012

Agenda – Conference Call 4/24/12

1. Discuss the ramifications for developing a policy for publishing membership roster on-line. For example, it should be NOT publicly-viewable, and should not be used to generate mailing lists. – *Chris Main*
2. ODS Chapters
 - a. Requirements to keep chapters “in good standing”
 - i. Chapter size
 - ii. Chapter representation
 - iii. Chapter reporting - Reporting needs to be more regular and on time
 - iv. Financial reports - Reporting needs to be more regular and on time
 - v. Meetings and Educational Events? Art chapters to hold them or?
 1. Quantity?
 2. Reporting?
 3. Enforcement?
 - b. Chapters need more consistent communications and guidance from ODS Office/Board
 - i. Chapters are not independent;
 - ii. Misunderstanding about chapter “members”
 - iii. Who should be responsible for providing training for chapter officers?
3. Appointed State Volunteer Position Opening – ODS Historian – *Rose Newman*
 - a. Need official job description and to advertise this opening; has been vacant since December or January
 - i. Need to figure out in the interim who will catch the scrapbooks up to date
 - b. Corinne wants to see this person have some more interaction with the office as far as providing articles/photos for the website and for Flying Changes
 - c. Corinne wants to remind that this position will have an opportunity to interact nationally as USDF has a Historical Committee which requests input from GMOs annually as well as that there are rumored openings on this national committee