



Established in 1971, The **Oregon Dressage Society**, an affiliate of the United States Dressage Federation, exists to educate, promote and inspire its members and the general public through programs, publications and competitions, in a way that enhances the image of Dressage and promotes the welfare of the horse.

Oregon Dressage Society Retreat Agenda

Saturday, February 4, 2012

Silver Falls Conference Center

Noon: Arrival and Lunch – Dining Hall

1 PM: ODS Retreat – Brainstorming and Creative Time – Smith Meeting Hall

1. Welcome and Introductions – *Rose Newman*
2. Membership Workshop – *Claire Evans*
3. ODS Shows - Discussion / Brainstorming – *Rose Newman & Jennifer Milburn*
4. Policies and Procedures Manual Workshop – *Ed Miller*
5. (If time allows) Committee Workshop – *Rose Newman*
6. (If time allows) Additional Brainstorming – *Carolyn Wesolek*
 - a. Feedback about the existing ODS programs, Kudos, Complaints
 - 1) People volunteer for shows and events and sometimes they don't get communication from anyone on when/where they need to show up. We are talking about people who are not entered in the show.
 - 2) The Fall Festival and The Steffen Peters Clinic were great and the publicity was excellent
 - 3) The 2011 Tests w/Dolly Hannon Clinic at Devonwood was well done.
 - 4) We are making assumptions that people are going to the ODS website for information but they may not be. For example some member said that people saw info on the USDF website about the L program but there was no communication about it to the general membership.
 - 5) Please make notifications short and sweet – don't bury them and don't put too many in one email.
 - 6) Suggestion was made to do more things in the southern part of the state.
 - 7) Suggestion was made to engage in conference calls for the quarterly meetings so people don't have to travel so far.
 - 8) Question: For the Chapter News do we need to submit that to the news@oregondressage.com email address now?
 - 9) Do the board emails that are sent out to the membership match up with the Face book news?

FINALLY - Reminder: READ the written reports if you have not already on Saturday night! Reading the written reports should speed up the process of the board meeting on Sunday.

Oregon Dressage Society Board Meeting Agenda

Sunday, February 5, 2012

Silver Falls Conference Center – Smith Meeting Hall

1. Call to order – *Rose Newman*
 - a. Announcements
2. Approve minutes of November board meeting – *Rose Newman*
3. Adopt agenda – *Rose Newman*
4. Correspondence – *Corinne Stonier*
5. Executive Director report – *Corinne Stonier*
 - a. Fall Festival
 - b. Publications
 - c. Membership
 - d. Insurance
 - i. Riding Club Liability
 - ii. Horse Shows / Clinics
 1. Explain Additional Insured
 - iii. Directors and Officers Coverage
 - iv. Workers Comp
 - v. Quotes for Business Owners Policy and Umbrella policies
 - e. Website; *see written reports section*
 - i. New calendar
 - ii. Contact information page
 - iii. Chapter webpages
 - f. NW Horse Fair
 - g. Merchandise
 - h. Chapter promotion and communication
 - i. Completed chapter web pages
 - ii. Added verbiage about local chapters to ODS welcome letter
 - iii. Chapter chatter – introduced, used
 1. Regularly scheduled reminders
 - a. Insurance
 - b. Flying Changes
 - i. Miscellaneous projects
 - i. USEF Rule Change Proposal re. ODS Awards Fee
 - ii. W-9s / Show/Event financial reporting

6. Financial report – *Chris Main*
 - a. Budget & Financial Reports
7. Standing Committee reports
 - a. ODS Awards Committee – *Ed Miller*
 - i. Status of 2011 Horse/Rider and DSHB Awards – *Corinne Stonier*
 - ii. Special Awards Committee – *Joyce Stride*
 1. Idea to change award from clock to cash for Connie J Keith
 2. Sponsors for awards?
 - b. ODS Competitions Committee – *Rose Newman and Siobhan Barker*
 - i. Understanding about the Awards Fee due at ODS Approved Shows
 - ii. Approval of Show Standards
 - iii. Notification of 2011 Competitions that did not turn in results/fees
 1. OSU October Show
 - ~~c. ODS Dressage Sport Horse Committee / Breeders Group – *Barbara Tuohino Funk*~~
 - d. ODS Education Committee / Recommendation by Debra Ringold – *Corinne Stonier*
 - e. ODS Youth Programs Committee – *Gaye McCabe*
 - f. ODS Nominations Committee – *Marsha Williams*
 - g.
8. Ad Hoc Committee reports
 - a. 40th Anniversary Committee – *Marla Santino*
 - b. Bylaws Committee – *Gaye McCabe*
 - c. Strategic Plan’s Communications Committee - *Marsha Williams*
 - d. Membership / Marketing Committee – *Claire Evans*
 - e. Strategic Plan Committee - ?? *Ed Miller / Rose Newman* ??
9. State Volunteer reports
 - a. ~~Asst. Treasurer~~ – *No report as position is currently vacant*
 - b. ~~Historian~~ – *No report as position is currently vacant*
 - c. Librarian – *Francy Haupt; see written reports section*
 - i. Budget request
10. Region 6 Director report – *Donna Longacre*
11. Oregon Horse Country – *Francy Haupt; see written reports section*
12. The Dressage Foundation – *Corinne Stonier*
13. Chapter reports
 - a. Calapooia Dressage Riders Chapter
 - i. Statement of Dissolution
 - b. Cascade Chapter
 - i. 2011 Financial report received
 - ii. 2011 Year End Report received; *see written reports section*
 - iii. 2012 Officers received and recorded
 - c. Central Oregon Chapter
 - i. 2011 Financial report received
 - ii. 2012 Officers received and recorded
 - d. Chehalem Mountain Chapter
 - i. 2011 Financial report received
 - ii. 2012 Officers received and recorded

- e. Colliding Rivers Chapter
 - i. 2011 Financial report received
 - ii. 2012 Officers received and recorded
- f. Columbia Chapter
 - i. 2011 Financial report received
 - ii. 2012 Officers received and recorded
- g. Eagle Cap Chapter
 - i. 2011 Financial report received
 - ii. 2012 Officers received and recorded
- h. Fort Vancouver Chapter
 - i. 2011 Financial report received
 - ii. 2012 Officers received and recorded
- i. Lower Puget Sound Chapter
 - i. 2011 Financial report received
 - ii. 2011 Year End Report received; *see written reports section*
 - iii. 2012 Officers received and recorded
- j. Mid Valley Chapter
 - i. 2011 Financial report received
 - ii. 2012 Officers received and recorded
- k. North East Oregon Chapter
 - i. 2011 Financial report received
 - ii. 2011 Chapter report received; *see written reports section*
 - iii. 2012 Officers received and recorded
- l. North Willamette Valley Chapter
 - i. 2011 Financial report received
 - ii. 2012 Officers received and recorded
- m. Pacific Crest Trail Chapter
 - i. 2011 Financial report received
 - ii. 2011 Chapter report received; *see written reports section*
 - iii. 2012 Officers received and recorded
- n. Siskiyou Chapter
 - i. 2011 Financial report received
 - ii. 2011 Year End report received; *see written reports section*
 - iii. 2012 Officers received and recorded; additionally, amended and recorded
 - iv. Pending Dissolution – *Rachel Merusi*
- o. State of Jefferson Chapter
 - i. 2011 Financial report received
 - ii. 2011 Year End report received; *see written reports section*
 - iii. 2012 Officers received and recorded
- p. Twin Rivers Chapter
 - i. 2011 Financial report received
 - ii. 2012 Officers received and recorded
- q. Umpqua Valley Chapter
 - i. 2011 Financial report received
 - ii. 2012 Officers received and recorded

14. Old Business

- a. Record Keeping Standards – *Ed Miller*
- b. Change Control standards and procedure – *Chris Main*
- c. L Program Part 2 – *Ed Miller*
- d. Payroll service – *Chris Main*
- e. .
- f.

15. New Business

- a. UVC wishes to have a special exception to ODS Helmet Policy – *in writing, Rachel Merusi (South Region Representative on behalf of UVC)*
- b. Policy/Procedure Manual Bounced Check Policy (see Chapter 3, section XI) – *in writing, Chris Main*
- c. Policy/Procedure Manual Updates – *Ed Miller*
- d. 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*
- e. ODS Chapters
 - i. Requirements to keep chapters “in good standing” – *Corinne Stonier*
 - 1. Chapter size
 - 2. Chapter representation
 - 3. Chapter reporting - Reporting needs to be more regular and on time
 - 4. Financial reports - Reporting needs to be more regular and on time
 - 5. Meetings and Educational Events? Are chapters required to hold them or ?
 - a. Quantity?
 - b. Enforcement?
 - c. Reporting?
 - ii. Chapters need more consistent communications and guidance from ODS Office/Board
 - 1. Chapters are not independent;
 - 2. Misunderstanding about chapter “members”
 - 3. Who should be responsible for providing training for chapter officers?
- f. State Volunteer Position Opening – ODS Historian – *Rose Newman*
- g. Committee chair openings for ODS Silent Auction, ODS Banquet (others?)– *Rose Newman*
 - i. How to recruit / job description
 - ii. How to select
 - iii. How to fill the rest of the committee
 - iv. What to do if nobody steps forward to volunteer chair?
- h. Recommendations about handling complaints against professionals who are ODS members
- i. .
- j. .
- k.

16. Adjourn – *Rose Newman*

Next Meetings:

- *May 12, 2012 – Holiday Inn Springfield (Eugene); 10 am – 2 pm;*
- *August 18, 2012 – Holiday Inn Springfield (Eugene); 10 am – 2 pm;*
- *November 9/10/11, 2012 – Location and times TBD (Portland, Oregon Area); held in conjunction with General Membership Meeting, USDF Adult Amateur Clinic with Lilo Fore and Annual Awards Banquet/Auction*

Last Meeting Minutes:

Oregon Dressage Society Board Meeting

November 4, 2011

Shilo Inn, Portland International Airport

Present: Ed Miller, President; Rose Newman, President-Elect; Chris Main, Treasurer; Claire Evans, Secretary; Patty Armstrong; Sharm Daggett; Connie Dunham; Francy Haupt; Gaye McCabe; Kim Ransdell; Corinne Stonier; Marsha Williams

1. **Meeting Called to Order** at 6:10 pm by Ed Miller.
 - a. **Introductions:** Guests at this evening's meeting include Connie Dunham from Enterprise, OR, Vice President of the new Eagle Cap Chapter; and Kim Ransdell, Representative from the Fort Vancouver Chapter. The remainder of the Board introduced themselves.
 - b. **Approval of last meeting's minutes:** Francy Haupt moved that the minutes from the August meeting be adopted as circulated, dispensing with reading; Chris Main seconded. The motion was approved by voice vote.
 - c. **Adoption of Agenda:** Ed asked that a new item be added under item 7. New Business, for the election of new officers for the 2012 year. Francy moved that the agenda be adopted as amended; Marsha Williams seconded; the motion passed by voice vote.

2. **Correspondence** - None of note to report.

3. **Office Manager Report -- Corinne Stonier**

With the 2011 membership audit complete, Corinne stated that membership totals are essentially those that she reported at the August meeting, and those totals match the official numbers recorded by USDF. Total membership has remained level with the previous year, despite a dues increase of fully 25 percent. Corinne expressed appreciation for the several volunteers who phoned members to encourage renewal and reinforce the value that ODS provides, even with this dues increase. She furthermore urged the Board to interpret this as feedback that ODS is providing the services and programs that members want, and that ODS is being run as members desire.

A Canadian member who had paid for two years' membership had contacted Corinne, requesting that a portion of her membership be refunded; Corinne replied that she would need to present that request to the Board. Corinne could not find any policy language that memberships are non-refundable. Chris suggests that we should create such a policy, that any paid membership is non-refundable once the membership year has started. Corinne researched this particular member's request and found that she indeed used the membership and participated in at least one show last year. The Board unanimously voted by show of hands that the individual's request for reimbursement of membership be denied.

Motion: Develop a policy specifying that membership is non-refundable after the start of the membership year. The policy shall be developed and presented to the Board in February. Francy offered this motion which Marsha seconded. The Board approved by voice vote.

Action Step: Ed will develop a policy that membership is non-refundable after the start of the membership year, for the Board's consideration at its winter meeting (February 2012).

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2012 Membership Update: Corinne reported that 300 members have renewed thus far for the current membership year which began on November 1. She has experienced few credit card processing failures.

ODS Elections: Participation was smaller than in past years, with 84 voting online and 4 mailing in paper ballots (out of six requested). The online voting was transacted through the USDF web site at a cost of less than \$300, compared to more than \$800 formerly incurred to mail paper ballots.

4. Treasurer's Report -- Chris Main

Chris presented the Treasurer's Report, cautioning that he still has minor adjustments to make for this year's books, and three chapter or account reports are still outstanding. The greatest highlight is that ODS made \$11,000 net profit last year, due to two very successful educational programs (Intro to the Tests 2011 clinic in January and ODS' hosting the USDF "L" Education Program for aspiring judges). Other activities are in line with previous years' performance. Chris intends to discuss a budget with the Executive Committee before presenting the annual budget at the February Board meeting. Chris also gave notice that he will propose the outsourcing of payroll management.

Minutes need to reflect change of signatory authority for ODS Championship Show Checking account at Chase Corinne noted that an obsolete name should be removed from the ODS Championship Show Checking account and assign signature rights to Helen Ferguson, Jennifer Milburn and Corinne Stonier.

Motion: Change signatory authority on the ODS Championship Show Checking account to Helen Ferguson, Jennifer Milburn and Corinne Stonier. Gaye so moved, Franci seconded the motion, and the Board passed it by voice vote.

Action Step: Corinne Stonier and Chris Main will ensure that the proper signatory change in the ODS Championship Show Checking Account is made at Chase Bank.

5. Committee Reports - None were receive

6. Old Business

a) L Program Part II -- Ed Miller

Part II of the USDF "L" Program is scheduled for 2012, Ed reported, which consists of three licensed shows for ten candidates to judge under the tutelage of faculty members. The first session will take place at DevonWood Equestrian Centre at Heart of Valley show on May 5-6, 2012, with Tenna Atkins as instructor; the second session will be the Champaign Classic at Donida Farm on July 14-15, 2012 under the instruction of Axel Steiner; the third session will coincide with the ODS Championships on September 8-9, 2012 at DevonWood Equestrian Centre, with Axel Steiner and Debbie Riehl-Rodriguez as instructors. All contracts for the instructors are completed. Candidates may begin to apply as of December 3, 2011. This date was set so as not to disadvantage anyone who might be traveling to the USDF National Convention. Selection criteria give priority consideration to those ODS members who have taken Part I of the "L" Program but could not get into Part II due to space limitations in former sessions. After those candidates have been selected, the remainder of the ten slots will be selected by lottery. Corinne said the announcement has been posted online. Ed was not aware that this was the case, so he will proceed with sending out an email to announce that ODS will now accept applications to Part II of the "L" Program.

b) Financial Review Committee - Two Motions -- Claire Evans

Claire Evans, chair of the Financial Review Committee (as created by the Strategic Plan), offered two amendments to complete the Committee's work.

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ODS Managed Funds: During the Board's meeting in August, a motion concerning the management of ODS specific-purpose funds was tabled for further refinement. The motion as presented this evening, Claire explained, would amend Chapter VII of the Policy & Procedures Manual, clarifying what are legitimately ODS Funds that are under the purview of the Awards Committee. The motion suggests various criteria and directs the Awards Committee to establish and implement such criteria. Discussion ensued over the scope of the Awards Committee's authority. To clarify the amendment, the proposed motion was modified to read as follows:

Motion: The ODS Awards Committee oversees the awards, scholarships and grants programs. The Awards Committee shall review all funds to determine which are/should be ODS-managed funds, and which funds are essentially private but benefit ODS members. The Committee shall identify the characteristics of funds for which ODS holds fiduciary responsibility by taking the following action steps:

(a) Create criteria to define what establishes an ODS-controlled fund, such as: money going into the fund from an ODS event; or money donated to ODS for a specific purpose. ODS has reporting responsibility for funds donated to it and administrative responsibilities for awards made with those funds. If ODS decides who receives an award, regardless of the source of funds, then ODS must establish transparent criteria that govern the award process. Determine, for each fund: (1) where the money comes from; (2) who benefits from these funds; (3) does or should ODS control these funds?

❖ If derived from contributions with show fees, these are ODS funds.

❖ If derived from a private donation and held separate and apart from ODS-managed funds, this is not an ODS fund and should not be included in ODS reports.

(b) All awards that are made using ODS funds must be reported to the Treasurer and included in financial reports with the necessary detail to ensure fiscal management.

Claire moved that this revised amendment be considered the Committee's proposal for its amendment concerning ODS Managed Funds. Gaye seconded the motion, and the Board passed it on voice vote. The Board then turned to considering the motion as amended. Chris moved that the motion be approved; Sharm seconded, and the Board passed it on voice vote. Ed suggested that the minutes reflect that the Board calls upon the Awards Committee to develop a proposal for inserting this provision into the Policy and Procedures Manual.

Action Step: The Awards Committee shall consider the Board-approved motion on ODS Managed Funds and prepare a proposal to the Board on an implementing policy to include in the ODS Policy and Procedures Manual for the February Meeting.

Technical and Conforming Amendments: Claire reminded the Board of the many motions that were approved at the August meeting which ensued from the Financial Review Committee's recommendations. Upon Ed's request, she prepared *en bloc* technical and conforming amendments to insert the approved language into the Policy and Procedures Manual, with minor adjustments and with proper chapter and section indications.

Discussion identified three locations where substitute language would improve the text, continuing to carry forth the intent of the Financial Review Committee. Those three areas are indicated in bold as follows (excepting the first word):

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Motion: Make the following technical and conforming amendments to the Oregon Dressage Society Policies and Procedures Manual, pursuant to motions approved at the ODS Board Meeting on 27 August 2011:

Chapter II “Bylaws and Procedures,” Section II “Procedures” paragraph F “Budget and Finance,” insert the following after the first paragraph thereof:

The Executive Committee shall strive to create a transparent budgeting process that:

- Includes a broad array of contributors, including program planners, who are and will be responsible for carrying out the annual budget and activities
- Is structured with specific steps, timelines and deadlines for program budget proposals that are understandable to ODS members
- Conveys year-by-year comparisons of ODS annual budgets
- The results of which will be published on the ODS web site to increase transparency

Chapter III “ODS Policies,” Section VII “Directors and Officers Indemnification Insurance,” insert the following after the first paragraph thereof: ODS staff shall solicit competitive bids for the liability and D&O insurance policies regularly (i.e., biannually for policies that have a two-year time horizon) and present those bids to the Executive Committee. The Executive Committee shall evaluate insurance policies regularly and vote to select the insurance carrier upon renewal dates.

Chapter II “Bylaws and Procedures,” Section II “Procedures” paragraph F “Budget and Finance,” insert the following after the third paragraph thereof, that is the paragraph ending in “...annual membership meeting in November:” The Treasurer shall require that end-of-year financial reporting, both from ODS central office and from chapters, adheres to consistent practices:

- All financial activity shall conform to a standardized set of accounting categories (or codes) across all program activities.
- Show and event expenses and income must be itemized according to the standardized codes of income and expenses. Track sources of income separately. An Excel spreadsheet with the appropriate standardized categories should be used for all shows and events. Totals for income, for example, could then easily be added up while preserving an accurate picture of sources of funds.
- Sponsorships and show income shall not be combined in one line item for reporting (netted out). Advertising and sponsorships shall be tracked separately (for distinction between advertising and sponsorship income, see guidelines presented at ODS Board Meeting April 24, 2010).
- Ensure clarity in reporting sums that Chapters transfer to ODS General Fund with what ODS receives after an event.
- Quarterly financial reports that are presented during ODS Board meetings shall be part of the minutes and available to ODS members.

Chapter II “Bylaws and Procedures,” Section II “Procedures” paragraph F “Budget and Finance,” insert the following after the third paragraph thereof and after the preceding amendment, that is preceding the paragraph commencing in “ODS Dues:”

Through the ODS Finance Committee, ODS shall annually review sound cash management practices such as, but not limited to: recurring costs such as credit card processing fees; fees on

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financial services and contracts; compliance on the type of bank accounts and account services that are appropriate for ODS; and that registry of bank accounts comply with IRS regulations.

Chapter III “ODS Policies,” insert at the end thereof a new Section XIII:

XIII. Contracts: The Board shall define a policy for executing contracts on behalf of ODS.

Chapter VII, “Awards, Scholarships, Grants,” insert a new Section I as follows:

The following action steps are recommended to sustain the ODS Awards Program:

- (a) Continue monitoring of cost of awards with the goal that costs are not greater than the Combined sum of member “down the centerline” fees and sponsorships. Volunteer and staff time utilized will be included in this review. Adjust income and expenses as necessary to achieve this goal.
- (b) The Awards Committee (pursuant to ODS Policies and Procedures Manual Chapter II, Section II.I.7) **shall** originate a list of possible sponsors for awards. Task appropriate members with seeking sponsorships for awards.
- (c) The Awards Committee or its designee shall report the status of the awards program of the preceding year at the ODS winter meeting.

Chapter II “Bylaws and Procedures,” Section II “Procedures” paragraph F “Budget and Finance,” insert the following after the first paragraph of the section titled “ODS Dues” ending in “...upon renewal date:” As part of the annual budgeting exercise, the Financial Committee (consisting of the ODS Treasurer, Office Manager, President-Elect and another person selected by the Board, according to the ODS Policies and Procedures Manual Chapter II, Section II, paragraph I.6) shall review ODS membership dues levels each spring and recommend any change, taking into consideration the following:

- USDF affiliate dues
- subscription costs to Flying Changes
- costs of overhead operations
- funds from programs, shows and other events

Such analysis in the spring permits the gathering of needed financial information so that the Board could initially consider a proposal at the spring Board Meeting (pursuant to ODS Policies & Procedures Manual, Chapter II.F), vote on it at its subsequent meeting in August, at which a majority of two-thirds is required for passage, and allow for implementation at the end of the ODS fiscal year.

Chapter VII, “Awards, Scholarships, Grants,” insert a new Section II entitled “Dedicated Funds” as follows:

II. Dedicated Funds

Special Purpose Funds: Any fund established for a specific purpose shall have, as part of its originating documentation and authorization, a statement of purpose, a defined mechanism for funding stability, fund raising strategy, transparent operational guidelines, and clear methodology for the award of funds. Fund Management: The ODS Board shall appoint fund managers who shall develop online and printed materials that identify the fund and give it an image. Fund raising materials shall be developed to communicate the fund’s purpose, scope of support, opportunities for donors, and explanation of how awards are made. In marketing the fund, managers shall consider offering multiple options for donors to support ODS special purpose funds. For example, at a certain level of donation, an award would carry the donor’s

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name or an honoraria would be created in recognition of support at a given level. Opportunities for pledged giving, an important means of non-profit support, shall be coordinated with membership renewal efforts. Software packages exist that could facilitate tracking of pledged gifts and follow-up.

Chapter II "Bylaws and Procedures," Section II "Procedures" paragraph F "Budget and Finance," insert the following before the first paragraph of the section titled "ODS Dues:"

The ODS Board affirms that the ODS General Fund should be the over-arching parent account under which all program and show accounts fall. This **provision** does not address chapter accounts, only ODS central office funds and ODS-wide show and program accounts. Under the General Fund, subaccounts would be created for each show, program and event (i.e. ODS Championship Show, Youth Program, High School, etc. would each be a sub-account of the ODS General Fund). Specificpurpose accounts, such as the Linda Acheson Education Fund and scholarship accounts, will be separate accounts.

Organizers of ODS recurring events (such as shows and annual events) shall submit budgets to the Board, with expense and income categories that are consistent with the account codes used for ODS General Fund tracking and reporting. At the conclusion of such events, organizers will submit a report to the Treasurer. If a surplus of funds exists as a result of the event, the Executive Committee shall determine, whether and what amount, if any, shall be transferred into the ODS General Fund to make other ODS programs possible. The post-event reporting requirement is intended to improve the transparency of ODS finances. Sample templates for event budgeting can be obtained from the ODS **Office Manager**.

Claire moved that the preceding motion *en bloc*, with the three highlighted modifications, be passed.

Chris seconded, and the motion passed by voice vote.

With that action, the work of the Financial Review Committee has been completed, Claire announced gratefully. Ed asked that the minutes reflect the Board's appreciation for the Committee's work during the past two years. Gaye underscored that the Board would like to recognize those members by name: Claire Evans, Chair; Chris Main; Dolores Morgan; and Rose Newman.

Action Step: Ed will insert these amendments that implement the Financial Review Committee's recommendations in the Policy and Procedures Manual.

c) **Document Change Control -- Chris Main**

Having carefully condensed the options for a document change tracking system from many pages of notes, Chris concluded that certain types of ODS documents need to be restricted, and their modification needs to be tracked, so that changes can be reviewed in an orderly way. He recommends a policy that specifies which types of documents should be subject to this change control. A case for change in these types of documents -- such as bylaws and policies -- should be brought before the Board, requested by the Board and approved by the Board.

As to process, electronic tracking is most efficient, can reconstruct changes with comments, record a description of changes made, incorporate sign-off on changes made correctly, and approved. A number of free applications are available that can do this. The idea is that when documents are subject to this change control practice, such

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as a change in an ODS policy document, changes are tracked -- along with a trail that records who, when and why changes are made -- and reflect the history of that policy's development. Currently Chris views that only two document types fall under this procedure: the ODS Policy and Procedures Manual and the ODS Bylaws. Ed said some office documents might not fall under these strict criteria, but tracking procedures would be helpful for them as well, although perhaps the procedure could be less rigorous. It would be preferable to have a single policy that addresses all types of document change control; the same procedure should track document changes, although different document types would be subject to different approval processes. Ed underscored the need to be able to track changes. Chris noted questions surrounding implementation. Ed said the degree of rigor and sign-off should be distinguished; not all need to go to the Board. Chris countered that there still needs to be some procedure to approve the change of any official document, but not necessarily by Board action. Housekeeping (minor editorial corrections) even need some tracking, but the procedure could be simpler. Ed cited the difficulty of incurring the "trickle down effect:" whenever a change is made in a document, the person proposing/implementing that change must be sure it gets reflected in all ODS publications, including manuals, the web site, etc. The software under consideration can facilitate this, Chris responded. Storage of the text must be considered as well as format. Chris believes that documents used in these applications should be formatted as text, so that modification would be limited. If stored in plain text, it would need to be reformatted to be displayed on the web site, for example. Finally, the public level of these documents must be considered. Should only the current version be visible, or the entire history of those documents? Ed opined that only the current version should be publicly viewable, and the remainder of the Board gave its consent. For example, with the Technical and Conforming Amendments that were just passed, who will carry this out and change the Policy and Procedures Manual? Ed claimed responsibility, but Chris noted that in the future, it would be important to keep it as simple and clear as possible.

Action Step: Chris will give a presentation on a viable document change control policy at the February 2012 Board meeting, incorporating the feedback from this discussion.

7. New Business

a) Election of New Officers

Ed asked for nominations for ODS officers for the 2012 year. Marsha suggested starting at the top with the office of President.

President: Marsha nominated Rose Newman for President; Patty Armstrong seconded. The Board accepted the nomination of Rose Newman for President by voice vote.

President-Elect: Rose nominated Gaye McCabe for President-Elect; Franci seconded. The Board accepted the nomination of Gaye McCabe for President-Elect by voice vote.

Secretary: Marsha nominated Claire Evans for Secretary; Gaye seconded. Board accepted the nomination of Claire Evans for Secretary by voice vote.

Treasurer: Not being a Director or Regional Representative, current Treasurer Chris Main cannot be nominated by the same procedure. In accordance with the ODS Bylaws Article V Section 3, an ODS member in good standing with the appropriate skills and qualifications for the offices of Secretary and Treasurer may be nominated by a member of the Board. Having received no other nominations for Treasurer and finding Chris to possess the appropriate qualification, Ed appointed Christopher Main as Treasurer.

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Discussion of when the incoming officers would take their seats followed: tomorrow at the annual membership meeting or in January, after the first of the year? Corinne read from the bylaws that officers shall be selected at the annual membership meeting in November, so the selection of officers must be repeated tomorrow. This is part of ODS' aspiration for transparency, Corinne recalled. Marsha said that she will report from the Nominating Committee on these officer nominations for Board vote tomorrow. This exchange brought forth a general feeling that this question should be clarified in the Policy and Procedures Manual, which Ed said he is prepared to do. Referring to the Manual, Corinne read the provision of Chapter II, Section I, paragraph 4, "Nominating Committee for ODS Officers," which outlines the Nominating Committee's responsibility to canvass the Board members in spring to gauge their interest in standing for an ODS office position. Marsha admitted that this has been handled casually in the past. Ed verified that each officer serves a term of one year and asked for a motion to clarify the policy content.

Motion: Amend the Policies and Procedures Manual to clarify when the newly elected officers assume their positions, at the conclusion of the annual general membership meeting or at such point to ensure continuity. For the purposes of this rule, if the fall Board meeting precedes the annual general membership meeting, the newly elected officers shall fulfill their positions at the annual general membership meeting.

Francy so moved, and Claire seconded. The Board passed the motion by voice vote.

Action Step: Ed will prepare the appropriate change to the Policy and Procedures Manual to reflect the Board's decision on when newly elected officers assume their positions.

b) **Marketing -- Marsha Williams**

Much confusion has swirled around the marketing initiative in the ODS Strategic Plan, Marsha lamented. That confusion in part hovers around different understandings about what marketing is, what is expected to fulfill the goals of the Strategic Plan, who is on the marketing committee, and various other questions. Donna Thayer (facilitator of the strategic planning process), Ed and Marsha convened in Bend earlier this year to revisit how the marketing element of the Strategic Plan evolved; all three admitted that the marketing element is unclear.

After much reflection, Marsha contacted Audrey Staton, DVM, an ODS member with marketing expertise, and discussed this predicament with her by phone. In looking at the goals in the Strategic Plan, Audrey advised that the marketing piece constitutes an aggressive idea which is probably not realistically attainable within the specified time frame. Although the Strategic Plan is meant to be flexible, the aggressive goals set forth for marketing were perhaps too optimistic in the current economic climate. As Audrey counseled Marsha, you can't write a Marketing Plan until know who your customer is and what they want. Her advice to Marsha was to conduct market research and get specific information about what ODS customers want to buy. Our customers are ODS members, potential sponsors, and other equestrians. Audrey contributed some good ideas about how to do a marketing survey and suggested focusing on three market research priorities: getting more members, more sponsors and a better understanding of dressage throughout the equine community. After a survey of members, interviewing and research gathering, then we can write a marketing plan with a more complete data set. Therefore,

Oregon Dressage Society Last Board Meeting Minutes, *continued*

Marsha proposed that the Board start over with the marketing aspect of the Strategic Plan. Secondly, given her lack of expertise in marketing, Marsha admits that she is not the person to lead this initiative. She would happily turn this project over to another individual with marketing experience.

Ed remarked that at the preceding Board meeting, Patty had prepared an extensive membership marketing proposal that Corinne presented. Patty echoed Marsha's sentiments; she has the impression that our "wheels have been spinning and throwing out mud" on this initiative. Ed conceded that we might need to step back and reexamine this element of the Strategic Plan. Several comments exemplified that confusion reigns over who is responsible to move forward on the marketing initiative, and in what form. Corinne reminded the Board that after discussing Patty's work in August, comments were due to Patty by Sept 17, and only one was received. Corinne felt the plan she and Patty developed was sufficient to move forward with, and as holidays approach, this is not the best time to launch another survey.

Based on Audrey's counsel, Marsha believed that groups would emerge from a survey that elicits more information from members. Corinne urged that we need one goal for marketing and should stick to it. The proposal from Patty and Corinne was a marketing plan, she asserted, and called for such steps as developing membership benefits like member decals and costing them out. Corinne noted that ODS has realized some savings on not renting booth space, so funds are available for member decals, which was a popular idea. Chris said that is output, not a membership marketing plan. Consensus emerged that a membership growth plan is the priority to drive in the marketing plan for the coming year. But what are the concrete action steps that should be taken? Does the document that Corinne distributed at the August meeting constitute a plan of action? Ed emphasized that the Strategic Plan called for action steps to be in place at the beginning of the next (2012) membership year. Corinne reminded the Board that the minutes of the August meeting cited the need for an outreach person to connect with other equine organizations. Ed redirected the discussion to focus on a workable action item.

Since we have talked about developing a membership plan for this year Ed favored proceeding with that, while at the same time proceeding with a more global picture for a survey and a fuller, more comprehensive marketing plan as originally envisioned in the strategic planning process. Patty said nothing seems to have been done during the past year, due to general uncertainty about the project's aim and scope. Ed agreed that we need to break down the marketing initiative into smaller chunks.

Action Steps:

The Board agreed to the following steps:

1. **Membership Plan:** This is a short-term plan, currently embodied in the proposal that Corinne presented on behalf of herself and Patty at the August 2011 Board meeting. Corinne and Patty will take the lead on this.
2. **Membership Survey and Plan:** Marsha shall work with Audrey Staton, DVM, Patty Armstrong, Debra Ringold and others as resources and consultants to re-develop a membership survey with specific expectations, goals, action steps and time lines that

Oregon Dressage Society Last Board Meeting Minutes, *continued*

define how ODS will inform itself to develop a fuller membership survey and plan. Criteria should be developed by early spring. Marsha will take the lead on this.

c) **Region 6 Mini-Convention -- Corinne Stonier**

This year's Region 6 Mini-Convention will be held November 19 in Bellevue, WA, hosted by the Equestrian Institute. Formerly ODS paid for Executive Board members and representatives to the National Convention to attend this one-day preparatory briefing for the Convention. Corinne asked for delegates to let her know this week whether they would be able to attend this one-day event. She suggested that ODS should budget for convention representatives to attend this mini-convention in the future.

Action Step: ODS delegates to the USDF National Convention shall inform Corinne by Friday, November 11, whether they will attend the Region 6 Mini-Convention on November 19.

Action Step: The Treasurer shall take note of the proposal to budget for travel stipends so that ODS representatives to the National Convention may attend the one-day Region 6 Mini-Convention.

d) **2012 Annual Meeting/Banquet -- Claire Evans**

During the course of volunteer work for the Fall Festival, Claire received member comments about the annual meeting and banquet. Some members expressed a preference for the annual banquet to be held in conjunction with the ODS Championship Show, others felt that the Fall Festival was too big and expensive. Numbers don't pencil out in reality, though: attendance is far greater when the annual awards banquet is during the Fall Festival (as in 2010 and 2011). Claire emphasized that she was merely reporting an anecdotal membership survey as requested. One idea was to put a chapter in charge of the annual meeting and banquet, rotating this responsibility year-to-year, as the Oregon Hunter/Jumper Association does.

Corinne appealed for a mandatory banquet committee as an essential component of planning for the annual membership meeting. This is too much to expect one volunteer to take on, including the awards presentations and annual membership meeting.

8) **Next Meetings**

- a) February 4/5, 2012 -- Silverton, OR "Silver Falls Conference Center" Sat. Noon - Sunday Noon
- b) May 12, 2012 -- Springfield/Eugene area, Location TBD; 10 am - 2 pm
- c) August 18, 2012 -- Springfield/Eugene area, Location TBD; 10 am - 2 pm
- d) November 10, 2012 -- Location and times TBA Newberg/Sherwood/Tualatin/Wilsonville Area, held in conjunction with USDF Adult Clinic (Lilo Fore) and Annual Awards Banquet/Auction

9) **Adjournment**

At 8:38 pm, Claire moved that the meeting be adjourned. Gaye seconded, and the Board approved by voice vote.

Respectfully submitted,
Claire Fronville Evans, Secretary - November 14, 2011

ODS Board Meeting Action Steps

- 1) **Membership Refunds:** Ed Miller will develop a policy that membership is non-refundable after the start of the membership year, for the Board's consideration at its winter meeting (February 2012).
- 2) **Change of Signatory Authority on ODS Championship Show Account:** Corinne Stonier and Chris Main will ensure that the proper signatory change in the ODS Championship Show Checking Account is made at Chase Bank.
- 3) **Awards Committee:** The Awards Committee shall consider the Board-approved motion on ODS Managed Funds and prepare a proposal to the Board on an implementing policy to include in the ODS Policy and Procedures Manual for the February Meeting.
- 4) **ODS Policy and Procedures Manual:** Ed Miller will insert the *en bloc* amendments that implement the Financial Review Committee's recommendations in the Policy and Procedures Manual. He shall also prepare the appropriate change to the Policy and Procedures Manual to reflect the Board's decision on when newly elected officers assume their positions.
- 5) **Document Change Control:** Chris Main will give a presentation on a viable document change control policy at the February 2012 Board meeting, incorporating the feedback from the Board's discussion at its November meeting.
- 6) **Strategic Plan Marketing Initiative:**
 - a. **Membership Plan:** This is a short-term plan, currently embodied in the proposal that Corinne presented on behalf of herself and Patty at the August 2011 Board meeting. Corinne and Patty will take the lead on this.
 - b. **Membership Survey and Plan:** Marsha shall work with Audrey Staton, Patty Armstrong, Debra Ringold and others as resources and consultants to re-develop a membership survey with specific expectations, goals, action steps and time lines that define how ODS will inform itself to develop a fuller membership survey and plan. Criteria should be developed by early spring. Marsha will take the lead on this.
- 7) **Region 6 Mini-Convention (1):** ODS delegates to the USDF National Convention shall inform Corinne by Friday, November 11, whether they will attend the Region 6 Mini-Convention on November 19.
- 8) **Region 6 Mini-Convention (2):** The Treasurer shall take note of the proposal to budget for travel stipends so that ODS representatives to the National Convention may attend the one-day Region 6 Mini-Convention.

Written Reports:

7B - ODS Competitions Committee – revised show standards for board approval



STANDARDS FOR OREGON DRESSAGE SOCIETY SHOW APPROVAL

Note: any ODS committee, chapter, member or unaffiliated organization, whether for profit or not may apply for ODS Show Approval

ODS Approval: To receive ODS show approval, the show approval form (with all required information) and the approval fee of \$60 plus \$10 office processing fee (total of \$70) must be submitted to the ODS Office at least six weeks prior to the show date. **For full inclusion in all first of the year materials, application must be submitted prior to 11/1 of the previous year.**

There must be a minimum of two Dressage classes or Dressage Sporthorse Breeding (DHSB) classes offered in order to receive ODS approval.

If competition is closer than six weeks and management wishes to apply for recognition, please phone the ODS Office prior to submitting the application to ensure we can accommodate the rush request. There will be an additional \$20 fee for rush requests applied for within four weeks of competition, or \$40 for any rush requests applied for within two weeks of the competition.

50 Mile Rule: If ODS approves a show, then ODS will approve no other shows in that category (i.e. Licensed or League) within a 50-mile radius of that show on those days.

Membership: At least one member of the show management (i.e. manager or secretary) must be a current ODS member in good standing.

Insurance: For ODS committees or chapters to receive insurance, the insurance form (with all required information) and the insurance fee must be submitted **along with the show approval application** to the ODS Office at least six weeks prior to the show date, and by November 1 if possible. ODS insurance is available only to ODS Chapters. Shows approved by ODS but sponsored by organizations other than ODS must provide ODS with proof of their insurance (minimum \$1 million liability policy) at least 2 weeks in advance of the show, naming **Oregon Dressage Society, Inc, its Directors, Officers and Agents** as Additional Insured.

Prize List/Entry Form: must be on file with the ODS Office at least 4 weeks in advance of the show.

- The prize list must include:
 - ✓ Name of Show
 - ✓ Sponsoring group
 - ✓ Date and Location of show
 - ✓ ODS show approval number
 - ✓ Must Name(s) of Judge(s) and Technical Delegate(s) if applicable
 - ✓ List of show management officials with contact information
 - ✓ Complete listing of fees, including drug fees, stabling fees, office fees if applicable
 - ✓ Classes offered
 - ✓ List of tests to be used (including organization ~~who wrote~~ the test, i.e. USDF/USEF/ODS); list of rules/regulations (see general section of *Omnibus*), arena size/footing, refund policy; check the current USEF rules for any additional necessary items
 - ✓ A current ODS Membership application
 - ✓ A member statement about the ODS Awards fee
- Non-approved classes within a prize list:
 - ✓ If your league show is offering classes above 2nd level, “fun” classes (such as Prix Caprilli, Dressage Trail or Costume Classes) or classes held in a separate arena judged by a non-qualified judge, they must be distinguished with notation which must contain a disclaimer within the prize list. *“These classes do not count towards ODS Rider Awards nor towards qualification for the ODS League Championship Show; results will not be reported. All ODS League Show rules apply. Non-approved classes held at ODS League approved shows may be judged by a proficient person who has not yet completed training programs to earn their certificate or license or who has chosen to not renew their “L” graduate certificate or judge’s license. Awards fees are waived.”*
 - ✓ If your licensed show is offering USEF opportunity classes, please include correct verbiage per USEF.
- If not using the standard ODS entry form, any custom entry form must contain:
 - ✓ A space on the entry form for the ODS Awards fee
 - ✓ A space for the ODS membership number on the entry form
 - ✓ Correct release of liability including naming Oregon Dressage Society, Inc, its Directors, Officers and Agents (see ODS website’s show management/insurance webpage)
 - *note – ODS Chapters MUST use the standard release provided by the ODS Office or obtain special approval by submitting the document well in advance through the ODS Office*
 - ✓ Plus any additional necessary items as required by the current USEF rules
- To be listed in the ODS Regional Omnibus, complete the appropriate form and submit it, your prize list, and the current fee for a listing in the Omnibus by the deadline.
- If you wish for the ODS Office to produce your prize list and the Omnibus has already gone to press, fees will apply. Please contact the ODS Office for details.

Website Listing:

Information provided on the show approval application will automatically be added to the ODS website’s show and events calendar. If show management wishes for additional information to be posted, please e-mail according to the instructions posted on that webpage. To be added to any of the ODS social networking sites, **or to have e-mails sent to the ODS membership on the show’s behalf**, management must **request specifically to the ODS office make such a request** to the ODS Office well in advance of show date.

Judges:

- For ODS Approval of USEF/USDF Licensed Shows: follow the current USEF show rules.
- For ODS League Show Approval: a USDF L-program graduate or any USEF approved judge, can officiate at League shows.
Please note the rating of an official affects levels offered at many ODS League Shows:
 - USDF "L" = USDF Graduates from the "L" program
 - USEF "r" - Recorded (judge up to second level)
 - USEF "R" = Registered (judge up to fourth level)
 - USEF "S" = Senior (judge up to Grand Prix)
 - FEI "O" = Official; "I" = International; "C" = Candidate (any FEI Judge is also a Senior Judge in his/her country)

Technical Delegate:

- For ODS Approval of USEF/USDF Licensed Shows: follow the current USEF show rules.
- For ODS League Show Approval: A USEF licensed Technical Delegate is not required for League shows. Show management and the judge will act in the capacity of TD. The show committee is empowered to eliminate any competitor for inhumane, abusive, or unsafe behavior on the show grounds.

Medical Personnel:

- For ODS Approval of USEF/USDF Licensed Shows: follow the current USEF show rules.
- For ODS League Show Approval: while it is recommended that medical personnel be available on call during League shows, it is not required. *It is recommended, but not required, that directions to the nearest urgent or emergency care facility be posted on the show grounds.*

Veterinarian and Farrier:

- For ODS Approval of USEF/USDF Licensed Shows: follow the current USEF show rules.
- For ODS League Show Approval: it is recommended but not required that they be available on call during show hours *and numbers posted in show office.*

Dress Code:

- For ODS Approval of USEF/USDF Licensed Shows: follow the current USEF show rules.
- For ODS League Show Approval: follow the current guidelines published in the ODS Omnibus's Green General Section pages.

Tack:

- For ODS Approval of USEF/USDF Licensed Shows: follow the current USEF show rules *as published on their website*
- For ODS League Show Approval: follow the current guidelines published in the ODS Omnibus's Green General Section pages, *which may be updated throughout the year and published on the ODS website.*

Drugs and Medications Rules:

- For ODS Approval of USEF/USDF Licensed Shows: follow the current USEF show rules.
- For ODS League Show Approval: Competitors are expected to comply with the spirit of USEF regulations.

Arenas and Footing:

- For ODS Approval of USEF/USDF Licensed Shows: follow the current USEF show rules *as published on their website*.
- For ODS League Show Approval:
 - Warm-up Arena: It is recommended that it be laid out on level and even ground, free from rocks and debris, with a minimum size of 20m x 40m (66' x 132'). Warm-up is necessary at all shows and all horses should have equal opportunity to do so. At League shows, warm-up in or near the show arena will be at the discretion of the management.
 - Competition Arena: It must be laid out on level and even ground, free from rocks and debris, and have proper lettering correctly spaced. Either a small arena (20m x 40m) or a standard arena (20m x 60m) may be used for all USDF Intro Level, Training Level tests or First Level Test 1. A standard arena must be used for all other tests. If ring varies from standard arena size, ~~such~~ *this* must be stated in the prize list.
 - If schooling is allowed in the competition arenas, hours will be posted and announced in advance. Competitors are allowed in and around the competition arena only during their scheduled ride times and during posted **schooling hours** unless otherwise stated by show management.

General Rules and Safety Recommendations:

- No one is permitted on foot in the warm up arena.
- ~~ASTM approved headgear is compulsory for all junior riders under the age of 18 while mounted and encouraged for seniors.~~ *It is now mandatory to wear protective headgear at ODS clinics, schooling and league shows and any events hosted by our chapters/committees. The only exception is per USEF rules, which apply only at ODS approved USEF/USDF Licensed Shows. At any time while mounted on the competition grounds, all riders must wear protective headgear as defined by the USEF Rule DR120 and otherwise in compliance with GR801. Protective headgear is defined as a riding helmet which meets or exceeds ASTM (American Society for Testing and Materials)/SEI (Safety Equipment Institute) standards for equestrian use and carries the SEI tag. The harness must be secured and properly fitted. Any rider violating this rule at any time must immediately be prohibited from further riding until such headgear is properly in place (established/approved BOD meeting February 2011)*

Changes to Competition After ODS Approval Has Been Granted: Competition management must notify the ODS Office of any changes to the competition and if the competition is cancelled. A fee may be charged for each update to make changes ~~on the website and/or~~ prize list (this includes but is not limited to changes in competition name, location, date, officials). Changes may require notification to ODS members via e-mail, mail or website notices. Approval fee refunds must be requested in writing to the ODS Office. The ODS Executive Director and the ODS Show Committee Chair must approve the refund. Refunds will be less the \$10 office processing fee and any rush fees paid.

Judges must be provided with the following for each class:

1. One scribe/writer
2. One test sheet for each competitor, plus one extra copy of each test
3. Pens, a bell or whistle, stopwatch, table and chairs
4. Protection from the weather, i.e. hot sun, wind, rain, lightning

ODS League Show Evaluation Forms:

~~Show mangers are expected to have ODS League Show Evaluation Forms available for all competitors and to collect them and send them to the office along with show results.~~ *completed forms. The forms should be mailed to the ODS office with the Post Competition form.*

Disputes:

- For ODS Approval of USEF/USDF Licensed Shows: follow the current USEF show rules.
- For ODS League Show Approval: In the case of a dispute, a protest should be filed with the show management within one hour of the occurrence. Show management will appoint a three-member committee made up of show officials to adjudicate disputes. A decision must be made within one hour of the time a complaint is filed, and, once ruled upon, the decision of the committee is final.

Post Show Reporting: Show reports and ODS Awards Fees must be submitted to the ODS Office within 2 weeks *of the last day of competition*. ~~of show date~~. **The Post Show Report must be for the current year (2012) and is available either on the ODS Website (Show Management Page) or by request from the ODS Office.** The complete Post Show Report includes ODS Show Report of Fees form, any Competitor Evaluation forms collected by show management, membership applications (with payment), incident forms or copies of accident forms. **ODS Chapters must also submit W-9 forms for any individuals receiving remuneration for services rendered.**

ODS League Show Results: ODS approved League shows must also submit properly formatted results to the volunteer in charge of the ODS League Show Horse/Rider Awards *within 14 days of the last day of competition*. . See the ODS website's show/management page for details on submitting results and for a sample format. Assistance is available for show secretaries using both the "Show Pro" software and "Fox Village."

Post Show Reporting Failure: Failure to comply with the rules will result in a \$35 fine *per show* and notification of the membership through Flying Changes magazine. If the results still have not been submitted by the first of the month after Flying Changes comes out, the show will be disqualified (thus needless penalizing the competitors). Any show being disqualified will not be able to receive recognition for the next show year.

This is what I have as agreed sanctions from our last meeting.

League show violations:

- Non payment of fees
- Results not submitted, submitted late, submitted in incorrect format
- Failure to submit incident forms to ODS office (*would now include failure to submit post competition form*)
- Reported violation(s) of ODS League Show rules.

Consequences of ODS League Show violations

- First violation receives written warning (*from whom?*)
- Suspension of show management

Reinstatement of League Show approval

- Show management develops a corrective action plan and submits to ODS shows committee.
- Person from ODS shows committee attends next show at show's expense.

9C - ODS Video Librarian Report

Submitted by Francy Haupt

The ODS Video Library was used more in 2011 than in previous years. Seventeen checkout requests were placed for a total of 47 videos compared to 13 requests for 18 videos in 2010. To me this means that we are doing a better job of getting the word out about the library but I still feel that it could be better. In the beginning of 2011 the format of listing the videos was changed from a strictly Alphabetical listing to a 'By Topic' listing. The thought behind the change was to make it easier for members to find the subject matter they were interested in. I received positive feedback from the members regarding this change.

I continue to use the ODS points at USDF and to search the internet for the best deals I can find to continue to add as many new videos to the selection as possible each year. In addition to adding to the library this year, it would be nice to be able to replace VHS versions of the well used Educational Series by Kyra Kyrklund and Arthur Kottas with DVD but that is way over the annual budget for the library. The cost of replacing Kyra's series is \$180 plus shipping. I have not been able to find a full Kottas series on DVD yet, so it might be out of production.

We also have a series that is damaged and need to be replaced. Gymnastic Patterns with Leslie Webb is a 3 Volume set and 2 of the VHS tapes are broken. The replacement cost of this set would be around \$115.

I would welcome any ideas of how to continue to promote the library to the membership as I feel that it is a valuable ODS Member Benefit.

Respectfully submitted,
Francy

11 - Oregon Horse Country (Outreach) Report

Submitted by Francy Haupt

Oregon Horse Country has made many positive strides forward this year. The Wilsonville Chamber Staff developed a business plan for the organization. An Advisory Board containing members from all aspects of the horse community has been formed, I am part of this Board representing ODS and my video business. And they have developed 3 major Committees; Black Beauty Banquet, Marketing & Outreach and Membership. I have been asked to be the Chair of the Membership Committee. I am hoping to learn from OHC and share what I learn with ODS in the same fashion that I am sharing what I have learned from ODS with OHC.

I do know that OHC has put the ODS Championships on their list for booth locations and I am trying to encourage them to have a booth at the Reg. 6 Championships as well. It will depend on the budget.

The first membership drive event that OHC is planning is a Meet & Greet Evening on March 10th from 4-9pm at the McMenamin's Old Church Pub in Wilsonville. This is a free event that everyone is welcome to attend. You will be able to meet OHC Staff, Members, the Advisory Board and learn more about OHC. Hors d' oeuvres will be provided. For more information you can contact Brandi Hereford, Membership & Events Director at the Wilsonville Chamber 503-682-0411 brandi@oregonhorsecountry.com.

I will be working closely with Brandi to expand the OHC Membership and to produce Educational Events. More info as it comes available.

12-B Cascade Chapter - Annual Chapter Report

Submitted by Mary Wood

Below sums up CCTA club activities for the 2011 year and include a line item with dates of these activities.

Cascade Combined Training Association had our annual Tulelake Dressage show, two League shows, and one schooling show. Throughout the year we held regular club meetings and separate show committee meetings. We will be wrapping up 2011 with our annual awards luncheon in January in Klamath Falls, where we will present high point awards from our league/schooling shows, our Pam Heaton Award, and the Winnie Heiney-Duncan Jr. award. We had an active chapter this year with generous support for all of our events, especially the Tulelake Dressage show, where local businesses and private individuals donated their time and money to help make the show a success.

1. April 9th club offered a free stretching & acupuncture clinic with Dr. Audrey Stanton, DVM demonstrating equine acupuncture and Makenzie Michel, CMET demonstrating stretching at Klamath Equestrian Center in Klamath Falls, Or. Over 40 people attended.
2. Three schooling shows (May 21, June 18, & Oct 1)
3. June 25th & 26th Cascade Dressage Show in Tulelake – USDF/USEF show
4. Sponsored a Championship Class at the ODS League/HS championships June 1st.
5. Sponsorship for ODS Championship shows
6. Sponsorship for Northwest Championship
7. Winnie & Claudette attended ODS's Fall Festival in November
8. November 2011 donated \$200.00 to Flyaway Pony Club of Klamath Falls
9. 2011 Scrapbook was updated throughout the year by Winnie Heiney-Duncan.
10. December 2011 Awards Luncheon in Klamath Falls at the El Tapatio Restaurant.

Tulelake Dressage show committee meetings and general meetings were held throughout the year.

12- I - Lower Puget Sound Dressage Club – Annual Chapter Report

Officers:

President – Meghan Markham

VP – Jerry Whitlow

Secretary – Christina Hansen

Treasurer – Christine Erikson

Appointees:

Volunteer Coordinator: Carrie Whitlow

Clinic Coordinator: Abby Welch

Show Manager: Robin Cummins

2011 was a year of transition for the Lower Puget Sound Dressage Club. In April we were notified by our parent organization, Equestrian Institute, that they would be disbanding their chapter organizations. Upon receipt of this information, we set out to research our options and quickly concluded that becoming a chapter of the Oregon Dressage Society was the way to go. We are happy to be back.

Backing up, our club sponsored a clinic with Jennifer Williams at Sawda Equestrian Center in Port Orchard, Washington on January 22nd.

On February 5, 2011, we held our annual awards banquet and fundraising auction at the Comfort Inn & Suites in Bremerton, Washington. We had a catered dinner, live band, and hosted bar and raised money for our club and for a local Equine Rescue.

On March 26th & March 27th we held a club sponsored clinic with Sonja Vracko at Clover Valley Riding Center in Port Orchard, Washington.

On May 1st we held our first show of the season at Green Hills in Gig Harbor Washington. We had sunny skies and our judge was Erin Jorgensen "L".

Unfortunately, our next show, scheduled to be held on June 5th at Sawda Equestrian Center, was cancelled due the Herpes Equine Virus.

On July 10th we held our first approved League show at Sawda Equestrian Center. Our judge was BJ Heuving "L".

On August 20th we held our second League show at Sawda. The judge was Diane Royce "R". Diane gave a Ride & Review Clinic the following day.

On September 10th and September 11th we held back to back shows at Sawda, judged by Andrea Lucianna "L" and Lisa Boyer "L".

On December 6th we held our year end meeting, and voted in the following officers for 2012:

Jerry Whitlow – President
Anne Montgomery – Vice President
Sandra Schugren – Secretary
Christine Erikson – Treasurer
Youth Representative – Sara Madison
Appointees:
Clinic Coordinator – Abby Welch
Show Manager – Jennifer Gillum
Volunteer Coordinator – Carrie Whitlow

We will hold our annual awards banquet on February 4, 2012 at the Inn at Gig Harbor. On February 12th we will host a clinic Jennifer Williams at Canterwood in Gig Harbor. A Saddle Fitting Clinic with Dawn Anderson is scheduled for March 10th and a Horsemanship Clinic will be held with Jerry Whitlow in April. On June 23rd and 24th we have Pilates Clinic tentatively scheduled with Beth Glosten, and on August 12th we will have a Ride & Review with Mike Osinski .

On May 6th we will have our first League show at Green Hills. Our judge is Beth Anderson Ness "L". On June 10th and July 8th we will hold our 2nd and 3rd league shows at Sawda. Our judges will be Jill Seely "L" and Mary Jo Kapust "L". On August 11th and Sept 9th we will hold our 4th and 5th league shows at Silver Spurs in Silverdale. Our judges are Mike Osinski "S" and Meredith Crawford "L". We are looking forward to another great year and our first full year with ODS. Thank you for having us back!

12-K - North East Oregon Chapter - Annual Chapter Report

Submitted by Zoë Wallace

Officers for the ODS NE Oregon chapter for 2012:

President-Zoë Wallace
Vice Pres-. Mike Weinkauf

Secretary -Barbara Weinkauf
Treasurer-Karen Hasel

A little reminder of what ODS is about: The purpose of the Oregon Dressage Society is to educate, promote and inspire its members and the general public through programs, publications and competitions, in a way that enhances the image of Dressage and promotes the welfare of the horse.

At our last meeting, those of us that were there brainstormed and came up with a few suggestions on what our chapter could offer this year, we came up with these ideas:

- Putting on a couple educational events to bring a variety of horse enthusiasts together and to have ODS information available in hopes of educating those that might be interested in joining ODS.
- We discussed getting together for ride nights in different arenas
- Trial rides
- A tack sale

Dorene McCarthy has volunteered to write a news letter for our chapter, this will be a good way to let people know what we are up to.

Our Chapter has again received the Connie J Keith Adult Amateur camp grant for 2012 and plan to hold it August 24th, 25th and 26th at Kim Hilton's facility. Our camp clinician will be, Marie Lange Theallat from Spokane, originally from Sweden. This was voted on by the current NEO chapter members. This is a great reason for you adult amateurs to join ODS. We learn so much in the 3 days of riding. We have evening educational speakers, great food, drinks and it's just plain fun! For information on the AA camp please contact. Zoë Wallace 541-963-9249

We will again have the Tri-county dressage show series this year -Wallowa Co., Baker Co., and Union Co. There are now dressage tests for the cowboy! Last year we offered cowboy dressage tests which was fun to watch and a great opportunity for those that do not want to ride in a dressage saddle. There was even a trail course offered in Baker last year. You do not have to be an ODS member to participate in these shows! These shows are intended to be fun and relaxing. We will keep you informed on show dates. So all you dressage and western riders out there, do plan to join us, it is a wonderful experience for you and your horse.

Mark your calendars for our official upcoming meetings

February 15th, 2012 THIS WILL BE HELD AT THE LA GRANDE LIBRARY MEETING TIME, 6:30 PM

AGENDA WILL BE:

- REVISING THE BY LAWS
- UPCOMING EVENTS

April 18th, 2012

June 20th, 2012

October 20th, 2012

Looking forward to great riding weather and time spent with other dressage enthusiast!

12-M - Pacific Crest Trail Chapter - Annual Chapter Report

Submitted by Marci Sanders

Chapter Officers:

Lynore Hay, President

Marci Sanders, Vice President

Jae Gober, Secretary

Wendy Redhouse, Treasurer

In 2011, the Pacific Crest Trail Chapter (PCTC) enjoyed a full year of activities and events that have become the tradition and hallmark of the chapter over many years. Highlights included:

- Two clinics with Ernst Hermann in September and October. This year the two-day clinics were held at Joyce Stride's farm in North Plains and Eileen Parent's barn in Ridgefield, WA.
- Dressage Can Be Fun Shows over Halloween weekend. This year's shows marked the 25th Anniversary, and entries filled within the first two weeks. The two-day show which always features a practice show on Saturday and a League Show on Sunday was judged by Linda Coates-Markel, managed by chapter veterans Joyce Stride and Rennie Squier who have done a fantastic job of running the show over the last 25 years, and supported by volunteers. The traditional focus is on the lower level rider, who wants a place to begin showing in a less-stressful environment, and have some fun while doing it. The special anniversary show included two new elements--class sponsorships to help cover expenses and keep entry fees low, and a show dinner with great food and fun!
- Other activities that were spearheaded by Chapter officers and members included:
 - Lameness lecture by Dr. Rick McMillen at the Beaverton Library at the April chapter meeting.
 - Chapter trail ride at Stubb Stewart State Park in July with several members and their horses who weathered a wet, but enjoyable ride.
 - Ride-A-Test in August with Brandy Jones hosted by Anne Stevens at her barn in Hillsboro.
 - Participation and volunteer support for the ODS Annual Banquet, including assisting with the ODS Restaurant Raffle to benefit the ODS Education Fund, and donating the traditional basket and soliciting items for the silent auction.
 - Annual Chapter Holiday Party at the home of Joyce Stride, celebrated with the traditional pot luck and gift swap. A Giving Tree was available, and donations were collected for B.E.A.T and Children's Farm Home.
 - Re-instituting the Chapter Newsletter in December, thanks to chapter member and former ODS historian Siobhan Barker.
 - With funds raised over the year, the Chapter was able to make a donation to support the care of one of the horses at Children's Farm Home in Corvallis. It has been a goal of the chapter to provide support that covers all or partial care for one of the therapy horses at this wonderful facility that is so important to children with disabilities. Additional sponsorships and donations that the Chapter was able to make in 2011 included:
 - Sportsmanship Award at the JR/YR show--the Breyer model horse, Ravel, in honor of Steffen Peters, this year's guest speaker at the ODS Awards Banquet.
 - Adult Team Show--class sponsorship
 - ODS Volunteer of the Year Award
 - New Test Clinic sponsorship

The chapter held five meetings over the year: February 13, April 10, August 27, October 16, and December 4 as part of the Holiday party.

12-N Siskiyou Chapter - Annual Chapter Report

Submitted by Rachel Merusi

Looking back upon 2011, the Siskiyou Chapter definitely faced its fair share of successes & challenges. In January our president called everyone on the chapter roster to get a feel for what each member wanted in terms of events. The board then discussed what was possible for the year and we planned accordingly.

One of our biggest successes was the Karen Robinson Musical Freestyle Clinic that was held the first weekend in October. This was a fun time had by all and I think we all learned something new and for those of us who didn't ride we became motivated to move toward riding a musical freestyle.

We put on one league show, Salute to Dressage, which turned out to be one of our challenges for the year due to the EHV-1 outbreak in the Rogue Valley. We originally had planned to have the show in May had had to re-schedule for June. We ended up losing money due to lack of participation and extra official fees due to changing flights for our judge. The other challenge we faced was the duration of the ride times because of the new tests; we ended up making the duration for the rides too long which really upset the flow of the ride on show day. One good take from this show was that we partnered up with the local pony club and they provided most of the workers.

We also had a couple of fundraising events – tack sale and nights at the Roadhouse Grill. Both events were fun and turned out to be profitable. Our goal was to be able to raise enough money in order to host a licensed show in our valley in 2012.

As we head into 2012 we have 4 events planned thus far – Be My Valentine League Show, Mike Osinski Clinic, Spring Fling League Show & Test Review with Lynn McEnespy. As we near the first weekend of events we seem to struggle with getting enough members to step-up and help. We also had an educational night with Jeff Moore, ESMT at our January meeting. Jeff spoke on the biomechanics of straightness & collection and was a fun night of education. There is interest to bring Karen Robinson back for another freestyle clinic but no one wants to lead this endeavor.

Another challenge we faced in 2011 and still face in 2012 is member participation. During the past few years it seems to be the same group of 6 members who are dedicated and volunteer to help run the events – this includes all 4 board members. How are we to get the remaining 24 members to step-up?

Our monthly meetings usually end up just being the same 6 people attending who in turn are the same 6 who continually volunteer at chapter events.

The future of the Siskiyou Chapter is looking rather gloomy and in fact we are going to vote on disbanding the chapter at our February meeting. The chapter board is burned out and no one within the chapter seems to want to run for office. We are struggling to find enough volunteers to help out at the February show & clinic.

12-O State of Jefferson Chapter - Annual Chapter Report

Submitted by Robin Borg

Reflecting back on the year 2011.....The Aloha and Pumpkin league shows were both a big hit! The costume class brought out the spirit of our riders and the patience of our equines! We are looking forward to another successful year . We also have scheduled a 2 day licensed show to be held October 13 & 14, 2012 at the Jackson County Fairgrounds.

Also in 2011, Ellen Ahern hosted our Jutta Schott clinics at Destinations End in Talent. Thank you Ellen! We look forward to more clinics with Jutta in the new year. Currently they are scheduled ; May 26-27, July 21-22 , and Aug 11-12

Our chapter also enjoyed DVD and potluck nights at Peggy Siders- Walter Zettle you are marvelous! President Michele Matzen also hosted a DVD & Potluck night with the new "On the Levels" video.

Our board member Sonja Biada took a few of her students north to DevonWood for the Region 6 Youth camp sponsored with a donation from our chapter.

Even though our "Bus Trip" north to the ODS 40th Anniversary didn't get filled as we had hoped, several of our members car pooled a trip north none the less. Seminars, friendships old and new, banquet, and of course Steffen Peters were enjoyed by all!

We wrapped up our year with a post-holiday social hosted by board member Sonja Biada.

For 2012 we are having an Adult Amateur camp to be held at Ellen Ahern's place at Destinations End in Talent. The scheduled dates will be July 26-29th. We are thrilled to have Jeremy Steinberg and Shauntel Bryant. The camp will consist of four private and two semi-private lessons over four days. All levels of horses and riders are welcome! Our chapter received the Connie J. Keith Adult Amateur camp grant to make all this happen.

12-P Twin Rivers Chapter - Annual Chapter Report

Submitted by Carolyn Wesolek

Description of Activities, successes and challenges for previous year

- 1) Fall Festival in 2010: TRC assisted in organizing the event. Sally Temple organized the Silent Auction, Dr. Chris Camp, a local veterinarian, gave a speech on Equine Lameness and the club had a very good turnout at the event.
- 2) Tack sale in March 2011: With over 1200 items, the club had good participation and lots of volunteers. Special thanks go to Sally Temple for managing this sale.
- 3) ODS League Show in July, Mid Summer Nights Dream: Good volunteers and great turnout with ~ 50 rides some as far away as Klamath.
- 4) Potluck Christmas Party: 2010 and 2011 were both a success in the way of attendance and a beautiful venue at Laura Clendenen's Home.
- 5) Practice Shows in May and the re-scheduling attempt were cancelled due to EHV-1 and low attendance.
- 6) Educational Events at club meetings: Equine Acupuncture and Barefoot Shoeing.
- 7) Educational Event for members: Several club members went up to the Portland area to learn how to use the Horse Showing/Scoring program with Kay Phaneuf.
- 8) August BBQ
- 9) Funds Requests, paid funds toward the following educational events for members:
 - a. Several people to attend the ADS Fall Festival to see Steffen Peters Sunday Clinic
 - b. 1 auditor and 1 participant to attend the Steinberg/Bryant Dressage Clinic in Tumalo, OR.
- 10) Face book Page: We began a TRC Face book Page in early 2011. Thanks goes to Marsha Taylor for her work on this. The TRC Face book email address is trc.ods@groups.facebook.com
- 11) Newsletter: We began a TRC email newsletter in November, 2011. Special thanks goes out to Tami Davis, our newsletter editor.
- 12) Polo Shirts: We printed more TRC Polo Shirts to sell in 2011.

- 13) Volunteers: We have had good volunteerism from within and without of our club in 2011. We had an event where the local pony club kids came to volunteer and we have a good network of ~10 local people who are not ODS members but are TRC members who volunteer many hours.

TRC Chapter's Plans for the Upcoming Year, especially any education planned

- 1) March Tack Sale
- 2) July Show
- 3) Meeting educational topics: equine acupuncture, nutrition*, lameness*, saddle fitting*, Human 1st Aide class*
- 4) Clinics: Judging/scribing clinic*, how to read a dressage test*, Ride a Test, In-Hand*
- 5) Dressage Camp

Suggestions for Programs or Educational Opportunities that you feel the ODS Board/Committees could sponsor in order to help the chapter or its members

Anything starred above*

15-A Request from UVC

I would like to request an exception to the ODS/USDF helmet rule for a chapter function. The Umpqua Valley Chapter of ODS has an annual poker ride to benefit their Horse People Helping Horse People (HPHHP) fund. This year's ride is scheduled for Sunday, September 16th, 2012 at Mildred Kinipe Park in Oakland, Oregon. This ride is open to the public and our chapter fears that if helmets are required attendance will be very low and we will not be able to raise money for this good cause.

The HPHHP fund is used by the Umpqua Chapter to do just as it sounds, help those people in our community that are involved with horses during their time of need. This fund donates to local 4-H groups and activities every year. It also helps provide for individuals or families that are in need. For instance, horse care in the form of money and labor was given to a woman with brain cancer two years ago and last year clothes and necessities were provided for a family that had lost everything in a fire. This fund has supplemented chapter donations to local, state, and regional shows as well.

Our chapter has spoken to a large number of people in our local equine community that have expressed concern about being required to wear a helmet for a trail ride event. It is unfortunate that the greater equine community has not embraced safety guidelines in the same manner that ODS has but, as this is our chapter's major fundraiser, we are requesting a onetime allowance to suspend the helmet rule to participants.

Please consider our request and let us know of your decision.

Sincerely,
Hope Flint
Umpqua Valley Chapter of ODS President