

## **Oregon Dressage Society Board Meeting by Conference Call Monday, 21 May 2012**

Present: Rose Newman, President; Claire Evans, Secretary; Corinne Stonier, Executive Director; Rachel Merusi, Ed Miller; Jessica Rattner, Carolyn Wesolek, Marsha Williams

Rose called the meeting to order 7:36 pm. She asked if there were any questions from the previous meeting by conference call, and none were expressed. Rose proceeded to raise the agenda items in the following order.

**Membership Report:** Corinne submitted information in advance by email (Appendix A). ODS has signed up many new members since the last meeting. Please direct any questions to Corinne. the 2013 membership year application form will be posted online in August 2012, right on schedule.

Rose noted that several items from the last meeting required attention and were listed as action items. She counted twenty-two (22) action items pending, beginning with the November 2011 meeting through the April 2012 meeting.

1. **Awards Fee:** Ed Miller was to provide an explanation. Corinne explained that there is a change in procedure due to USEF rule change, and her question was whether new verbiage is needed and should come to the Board for approval. Ed replied that the awards fee has not changed, except for exceptions concerning the outside ODS immediate area, in Washington and California. That was part of the comprehensive changes to the Policies & Procedures Manual that he thought had been voted on and approved at the November meeting. Approved shows must have fee for \$1 down center line fee. "Participation fee" will be the new term.

**Action Item:** Claire will double check in minutes and communicate to Rose.

2. **Awards Banquet:** Claire reported that ODS has signed a contract with Crowne Plaza Lake Oswego that provides for ample space for the banquet and silent auction, as well as discounted room rates for attendees who wish to stay the night.

3. **Awards Sponsorship:** Different chapters were to support different awards. Rose will follow up with Joyce Stride about the status of asking chapters to sponsor various awards as suggested at the February meeting. Ed has not heard from Laura Swenson who was to gather information about an award sponsorship.

4. **Policy and Procedures Manual Changes:** Ed affirmed that all changes have been realized and submitted to Corinne.

5. **Nominations Committee:** Chair Marsha explained that there will be two openings for directors-at-large (three-year term), those positions currently held by Marsha and Jessica, as well as all the regional representative positions (one-year term). Marsha will gather nominations and report to the Board at the June 4th meeting/conference call. Corinne asked if the Board wants to conduct elections online again this year, which proved very successful. Many concurred that this saves money and is a good idea.

6. **Chapter Bylaws:** Gaye McCabe, chair of the ODS Bylaws Committee, and Claire had contacted chapter presidents to ask whether they have their own bylaws or adopt those of ODS. Gaye has not yet reported those findings. Rachel said that she had offered her assistance to that subcommittee but has not been contacted as part of the chapter review. Corinne noted that this was effort was driven by the insurance underwriter's suggestion to make sure that all chapters follow ODS bylaws, to facilitate

coverage. The final report is due for the August meeting. Ed suggested that Rachel call Gaye and remind her that she would like to participate.

7. **Connie J Keith Fund:** During the adoption of the changes to the Policy and Procedures Manual, Ed had questioned how to classify the Connie J Keith Fund in a table of ODS funds, whether it is a pass-through fund with no ODS responsibility, or whether the funds are disbursed based on some decision-making by ODS. Ed was to contact Barb to clarify how to class the fund. Ed has merely indicated in the Manual that its status is TBD and admitted he must still follow up with Barb. Some discussion ensued about how this question arose, from the Finance Review Committee's suggestion that reporting responsibilities be clear; nothing in the Policy and Procedures Manual addresses those duties. The question was whether the funds passed through the ODS; Ed said that the fund managers have reporting responsibilities and those have been incorporated. Rose said that this still sounds unclear.

**Action Item:** Claire will contact Chris, who as Treasurer had initiated this concern, and clarify this matter with Ed; Ed will work with Barb Funk (Trustee of the Fund) to have checks written from the Fund directly to the Chapters for camps, rather than going through ODS office. Ed will discuss this conundrum with Chris, as ODS should have an administrative process to define requirements for scholarship/fund awards.

8. **Emerging Athlete Dressage Program:** Corinne and Jess were to explore how to promote this program. Rose asked what the status was. Jess reported that she has not had a chance to follow up. Corinne said that according to the minutes, the Board gave permission for RSS feed to be used for this purpose, but promoting this cause via email to ODS members may only be done for currently approved organizations such as ODS chapters and the Board. However, Corinne thought that the Board had approved this one-time use as an appropriate use of the ODS broadcast email. Rose wondered if the Board needs a motion to vote on this. Corinne replied that is her understanding, since this program is not a regularly recognized use. Rose asked Jess what her thought was, and Jess responded that any way that the program can be publicized and used would benefit young dressage riders.

**Motion:** Claire moved that the Board approve the use of ODS broadcast email to promote the Emerging Athlete Dressage Program; Rose seconded. Approved by voice vote.

9. **Membership Refunds:** Ed was to develop a policy. Ed reminded the Board that this item was discussed in November, the issue being that once the membership year begins in November, there would be no refunded membership. That rule has been incorporated into the manual.

10. **Proposal for Best Chapter Web Site:** Ed confirmed that proposer Laura Swenson has not submitted such a proposal.

11. **ODS Historian:** Rose reported that an ad has been placed in *Flying Changes*, yet no interest has been expressed. If anyone knows of someone interested in this, please direct them to Rose as soon as possible.

12. **USDF Convention Delegates:** Rose asked when the Board elects the delegates who receive stipends to attend the national convention, and Corinne confirmed that it is at the spring meeting. ODS may send four or five delegates, depending on its total number of members. This year membership has not yet reached 1150, the sum required for five delegates. Rose questioned what is the process of deciding who goes to convention as ODS delegates. Ed responded that the Board selects representatives to the USDF national convention typically at the May Board meeting. No assignment of proxy is needed at this point, just designation of delegates and alternates, said Ed. Further, he asserted, what we are electing here are the individuals who will receive ODS stipends as PM delegates, not GMO delegates (in lieu of those people who became PMs). In theory, it's possible that four representatives elected will all be PM delegates, none are GM delegates. Rose clarified that the four people elected will represent ODS. Rose asked for those on the conference call to indicate their interest in being an ODS representative; Ed responded positively, and in her absence noted that Gaye would; Carolyn would like to attend; Claire said that she is a member of the USDF Bylaws Committee and would willingly attend; Jess said that she has

been a PM delegate, and would again be available. Ed reminded that it is not a matter of being a delegate, but to whom the Board would award a stipend as an ODS delegate.

Corinne directed folks to the Policies and Procedures Manual, Chapter II, Section G. Ensuing discussion concluded that it is way too confusing to figure out who would be PM or a GM delegate. This vote is simply the Board's decision about awarding the four stipends. Rose will attend; Marsha said that will not attend, but would be available for proxy. Ed observed that ODS has four members of the Board on USDF committees: Ed, Gaye, Claire and Marsha. Rose affirmed that as ODS President, she will attend this year. Ed suggested that the Board designate the four people on committees as representatives and if any of those four cannot attend the national convention, call up alternates.

**Motion:** Ed moved that the ODS Board select Rose, Claire, Ed and Gaye as ODS reps to ODS convention, with Carolyn as first alternate and Jessica as the second. Marsha seconded. The motion passed on voice vote.

13. **Sponsorship Requests:** Corinne brought up the point that ODS has been asked to contribute to NAJYRC and Regional Championship shows but could not remember if the youth committee was asked about this or another committee. This request always comes in early June. She sought to raise this question early this year, as both of these requests total about \$500 each. Ed said that he could agree that these program accounts are subsets of the main show account, so funds would flow from each.

Ed questioned whether the NAJYRC is regional. Region 6 typically sends riders. This would support the show, Corinne clarified. Rose said that she really doesn't know much about it and sought guidance on any decision. Marsha clarified that this is the national show for Junior/Young Riders. Corinne offered to send more information to the Board for its June 4 conference call meeting.

**Motion:** Marsha moved to support Region 6 NW championship show in the amount of \$500, or similar to whatever in the past. Ed seconded. (Corinne believes this involves 2 or 3 classes worth of sponsorship.) The motion passed on voice vote.

14. **New Policy and Procedures Manual:** Rose asked if new copies need to be sent to Board. Corinne said that a revised version would be available soon. Typically revised versions are distributed at the February retreat, but with all of the recent changes, new copies will be distributed soon. Corinne is still working on printing arrangements. When Claire asked if printing from online versions might be more economical, Ed opined that in this case, there are changes to every chapter in the book, and printing out from online would present an onerous task. Henceforth, printing out mere chapter changes would become more palatable.

15. **Regional Director Election --** Rose remarked that the position of Regional Director will be up for election this year. Peter Rothschild has announced his candidacy and Donna Longacre will run again. Some discussion centered on whether nominations go through the regional committee or directly to USDF. Voices confirmed that nominations go through USDF.

16. **L Program:** Ed announced the next phase is on schedule with ten participants, but recently one dropped out due to family emergency. However, Trenna Atkins suggested that she would be willing to give the Part I to candidates in that phase, so hopefully this slot could be backfilled with an upcoming graduate, which should become apparent by the end of the week. Ed will know in June whether he will need to apply for insurance.

Rose invited everyone to send additional items to add to the agenda for the next conference call, to be held June 4th at 7:30 pm. Corinne noted that a quorum has not yet been confirmed. Aside from these phone conversations, there will be no face-to-face gathering until August.

**Motion:** Claire moved that the meeting adjourn; Rose seconded.  
The meeting adjourned at 8:40 pm.

Respectfully submitted,

Claire Fronville Evans  
Secretary

June 30, 2012

## Appendix A

### Membership Report

Memberships have increased from 1129 at the last meeting to 1153; almost all of the increases since the last meeting are new members. See the attached spreadsheet for a breakdown of the memberships by type and some other important figures. Our attrition rate seems to be basically stable when compared to other year's available data; 284 - 2011 members have not renewed; 199 - 2010 members have not renewed ; 210 - 2009 members have not renewed.

We are still receiving reports of the USDF online credit card system failing; last meeting minutes were a bit off when it came to this topic so I wanted to clarify. When an online membership transaction fails in the ODS/USDF membership system, the person does NOT receive a transaction receipt, however, their screen displays a message that their transaction is still in process, not to resubmit, instead for them to check back in the next 72 hours. Most people do call the ODS office in this instance (i.e. 72 hours later they haven't been charged nor received a receipt), and in this instance I waive the rush fee and process their credit card over the phone to get them into the database.

- One reason for failure is that the USDF system requires the billing address to match the shipping address. I don't know why this is, but it is. About half of the failures are due to this.
- The other half of failures are simply due to the transaction 'timing out' - our VeriFone machine (credit card terminal in the office) will redial, whereas due to online security built into their system, the USDF computer deletes the transaction if it times out.

I feel like before we go out and seek an alternative solution for online membership joins that we should be looking at the whole membership (data) system first, which Chris is already doing. This has been in the meeting agenda/minutes several times but I believe that one system would be able to be used for it all (i.e. accept membership changes/payments, print on demand member cards, access to membership roster) and that we have reached a point in which we really can modernize it all together. Looking forward to finding out what Chris has discovered!

Following up from suggestions at the last meeting in regards to discussion of the USDF requirement in which the member must be active in the USDF database in order to have their membership satisfy requirements for showing at USEF/USDF licensed competitions, our office has provided several notifications electronically and in print (Flying Changes). Secretaries are doing a good job of communicating to members that their membership needs to be fully processed by ODS Office in order for GMO membership to be valid for showing and USDF has been gracious in rushing the processing of a few members so that they would indeed be in the database by the time they rode in the show; so far, the USDF office has only questioned our office once in regards to a person showing but not yet processed (that person has apparently joined at a show but the secretary hasn't forwarded the application to us yet).

Action Item: I will have the 2013 membership form posted online by August 1, 2012 and will update the form in Flying Changes to 2013 starting with the October issue. Please be sure to submit any feedback you may have to me about the 2013 membership form by the middle of June, otherwise, I will assume we're good to go and like other years, make very slight design changes to differentiate between the year's forms (i.e. logo placement).

Please let me know if you have any questions about membership.

Thank you,  
Corinne