

Dear ODS Board,

This is a reminder of our upcoming ODS Board of Directors Conference Call which is scheduled for **Wednesday, February 20<sup>th</sup> from 6:30-7:30 PM**. I am thankful that Rose contacted you for an RSVP because I was sick last week and unable to get anything out to you on Thursday as planned.

Conference call: (877) 746-4263

Participant Code: 02 37 329 #

## **RSVPs – Quorum is majority of directors in office at the time of the conference call, or 7.**

### *Yes:*

1. Rose Newman
2. Ed Miller
3. Claire Evans
4. Sharm Daggett
5. Rachel Merusi
6. Christopher Main
7. Gaye McCabe

### *No:*

8. Patty Armstrong (in Ford Leadership Committee at that time)
9. Carolyn Wesolek (Chapter Meeting at that time)

### *Unsure:*

10. Lisa Koch
11. Anna Bigwood
12. Jessica Rattner

### *Non-voting Members:*

1. Corinne Stonier, Staff
2. Dolores Morgan, Chair of the ODS Sport Horse Committee and DSHB Awards Volunteer
3. Connie Dunham, President of North East Oregon Chapter - ODS

## **Full Agenda:**

Meeting Called to Order

- 1.1. Introductions
- 1.2. Approval of January Conference Call Meeting Minutes - please review them here:  
<http://www.oregondressage.com/minutes.html>
- 1.3. Approval of Retreat Meeting Minutes
- 1.4. Changes to / Adoption of agenda

Old Business (from retreat agenda):

2. Nominations Committee – per minutes from retreat, discuss converting from Ad Hoc to Standing Committee? Who will be on it?
3. Option for auto-pay for ODS membership renewal (tabled from retreat)
4. Proposal for a Business Owners Policy in ODS Insurance (tabled from retreat)
5. Exception to ODS Helmet Policy for Umpqua Valley Chapter (tabled from retreat)

New Business:

6. Request to change monthly conference calls to 2<sup>nd</sup> Wednesday of the month
7. Request to change the May face-to-face meeting from HOTV weekend to

Final Business

8. Adjourn the Meeting

*Next Meetings (dates dependent upon decision made during “new business”):*

1. Wednesday, March 20, 2013, 6:30 PM - Conference Call/Gotomeeting.com
2. Wednesday, April 17, 2013, 6:30 PM - Conference Call/Gotomeeting.com
3. Saturday, May 11, 2013 – Location TBD; 10 am – 2 pm
  - a. Ed Miller will present the Alternative Qualification Proposal for the 2014 ODS Championship Show (at the request of Jeremy Steinberg)
  - b. Be thinking about Formation of 2013 Nominations Committee for Board of Directors (see PPM Chapter II, Pg 12)
  - c. Be thinking about Formation of 2013 Nominations Committee for ODS Officers (see PPM Chapter II, Pg 13)
4. Wednesday, May 22, 2013, 6:30 PM - Conference Call/Gotomeeting.com
5. Wednesday, June 19, 2013, 6:30 PM - Conference Call/Gotomeeting.com
6. Wednesday, July 24, 2013, 6:30 PM - Conference Call/Gotomeeting.com
7. August 3, 2013 – Location TBD; 10 am – 2 pm
  - i. Wednesday, August 21, 2013, 6:30 PM - Conference Call/Gotomeeting.com
8. Wednesday, September 18, 2013, 6:30 PM - Conference Call/Gotomeeting.com
9. Wednesday, October 23, 2013, 6:30 PM - Conference Call/Gotomeeting.com
10. Saturday, November 2, times TBA– Fall meetings; location TBA

Please let Rose Newman know if you have any questions ([rose\\_newman@yahoo.com](mailto:rose_newman@yahoo.com)).

Thank you.

Warmest Regards,

Corinne Tindal Stonier

Executive Director

Oregon Dressage Society, a registered non-profit 501 (c)(3) organization

[www.oregondressage.com](http://www.oregondressage.com)

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Office Hours Monday – Thursday from 9 AM – 1 PM or by Appointment

In case you have the time to review it prior to our conference call tonight, I wanted to send you in writing the information that you asked me to get in regards to collecting membership dues automatically annually using a members' checking account.

Chase calls this "ACH Collections" and our banker confirmed that ODS meets the criteria as an organization approved for doing this. As far as Chase is concerned, as a signer on the account, there is just a little paperwork I could complete and we could get started.

The details:

- 1) The fees will be \$25/month which include 25 transactions. There are no months off unless you want to re-do your data entry.
- 2) The additional fee per transaction is 25 cents.
- 3) We can set up one-time or repeating electronic collections in order to receive payments – not limited to membership dues; could also use this for reoccurring donations for ODS education fund or for other future purposes
- 4) At any time, we can upload a list of payors or add a single payor.
- 5) Once payors are uploaded, we can download a list to see who is scheduled to be paying what when.
- 6) PAYMENT SCHEDULE: Cut-off will be 7 PM EST and is considered day 0; the account will show the credit on day 1, funds will be available in account on day 3
- 7) \$2.50 "return" fee (i.e. a bounced check fee; this would apply if ACH information is not correct or if the account cannot handle the amount scheduled to be collected)

The procedure to set up these is relatively simple although the first time we do this it will be a project depending on the number of people who sign up –

- 8) Collect information from each member including their authorization and their bank information (bank name, account routing/account number, name, driver's license # and signature). The authorization language from Chase is readily available and we just need to customize it for ODS by adding our business name.
  - a. It is our option whether we require a voided check or not. Chase does not require this however I was told that having a voided check increases the chances of the routing and account numbers being correct.
- 9) ODS would have to perform data entry of the ACH information via the Chase website and set up for payment of membership dues on 11/1.
  - a. This will require the ODS Office to have online access to our Chase account; currently only the ODS treasurer has this access.
- 10) Our membership database would need to be modified with a check-box for automatically renewing members and also with an "Account Nickname" to remind the member of the form of payment they gave to us (from the authorization letter)
- 11) File ACH authorization forms in a separate notebook (to be kept with ODS financial records and destroyed per our PCI Compliance documentation).
- 12) Not required by Chase, however, recommended for best customer service - each September AND October, to have the office send a courtesy reminder e-mail to members who have signed up via ACH reminding them of the draft amount, draft date, nickname

of their account AND giving information on how to update account information or how to cancel the automatic draft.

- 13) Each November 1<sup>st</sup>, the dues amount will automatically transfer from their checking account to ours.
- 14) Chase reports can be somehow imported into QuickBooks (I don't know these details but the banker said he can walk me through this the first time we do it) to show the deposit amounts

Notes:

- 15) In the case that ODS has a membership dues change:
  - a. the language which we use on the automatic membership authorization won't list a dollar amount;
  - b. the dollar amount will appear in the e-mail reminder sent 9/1 and 10/1;
  - c. Therefore, unless the board wants to, there is no reason to send out new sign-up forms.
- 16) If we want to use this system to also collect education fund donations (imagine the impact of asking folks to sign up for just \$10 / \$20 / \$50 or ?? per month to come out automatically), it is recommended to have the members fill out a separate form keeping authorizations separate; this way, if a member decides to cancel the donations they don't also cancel their membership renewals.
- 17) Comparing fee structure –
  - a. it costs ODS \$35/month to have a credit card terminal and we pay 35 cents per transaction plus up to 3.75% per transaction (depending on type of credit card used).
  - b. Our checking account currently has a deposit limit of 100 checks per month; we can be charged 25 cents per check over 100 deposited

Please let me know if you have any questions.

Thank you,  
Corinne

**Board Action Requested:** Need direction from board of directors on the Business Owner's Policy (BOP) per the discussion at the retreat 2012, then on the agenda but tabled at the spring meeting in 2012. A BOP is a form of general liability insurance which covers business activities (non-equestrian, such as office visitors, expo booth) with property insurance for physical assets vs. my renters' insurance which is in place now which is not commercial and won't protect ODS. The BOP was recommended by Blue Bridle when we had our new agent go over all of our policies with me, however they wouldn't be the agent for this policy. I brought 2 quotes with me to retreat last year; both were minimum policy fees of \$500.