

**Oregon Dressage Society Board Meeting**  
**March 20, 2013**  
**Conference Call**

**Present:** Rose Newman, President; Gaye McCabe, President-Elect; Chris Main, Treasurer; Claire Evans, Secretary; Corinne Stonier, Office Manager; Lisa Koch; Rachel Merusi; Ed Miller

**Guest:** Dolores Morgan

**1. Meeting Called to Order at 6:33 pm.**

1.1 **Introductions:** None needed.

1.2 **Approval of February 2013 Conference Call minutes:** Claire moved that the minutes as submitted be approved; Chris seconded. The motion passed on voice vote. Ed clarified that the minutes accurately captured what he said about the status of the Nominations Committee, but he conceded that he meant the opposite of what was recorded, however accurately. This topic will be taken up later, said Rose.

1.3 **Changes to the Agenda:** Rose would like to add a discussion of the 2014 annual Board retreat. Claire moved that the amended agenda be adopted, Chris seconded, and the agenda was approved by voice vote.

**OLD BUSINESS**

**2. Nominations Committee**

Rose recalled that during the previous month's conference call, discussion pivoted on whether the Nominations Committee should be changed from an ad hoc to a standing committee. Ed acknowledged that it is currently an ad hoc committee and agreed with others that it should be a standing committee of ODS. Rose said it is a committee that has constant need, so the committee should be standing, although its membership might change regularly. Dolores reported that she had researched Roberts Rules of Order and learned that nominating committees are thought of as being discharged after making their report, and they are therefore not a standing committee. Chris said that was his concern based on experience in corporate organizations and found this logic reasonable.

Dolores further explained that a nominating committee's function is in harmony with that of a standing committee, but upon nominating candidates, it is conceived to have discharged its activity, which prevents continuation when members do not want to remain in that role. Ed conceded the reasoning but pointed out that it works out to be a problem for continuity in function. He said that the annual discharge of responsibilities could be inserted into the manual. Because the nominations committee is appointed annually, the bylaws protect against any undue influence year-on-year by the president. Discussion revolved about the concern of the president's ex-officio membership status, as provided for in ODS bylaws for all committees.

**Motion:** Chris proposed that the Nominations Committee be a standing committee whose membership is appointed by the President and dismissed at the annual conclusion of its duties; the Bylaws will be reviewed after the course of one year after implementation to assess the practicality of the President's role as ex-officio member. Ed seconded the motion which passed by voice vote.

**3. Status Report on Option for auto-pay for ODS membership renewal**

There appeared to be a disconnect between the enthusiastic discussion at the February retreat and the conference call later that month, Rose observed, on the idea of membership renewal through auto-pay (automatic deduction of dues from a bank checking account). Gaye sensed that the retreat attendees were interested and that a membership survey should gauge how strong this support might be throughout the entire organization, helping to determine the financial feasibility. Dolores thought that the survey should look at the various ways people can pay and ask for preferences among auto-pay, credit card, check and so forth. Corinne reported that over the past two or three years, she has been asked to identify

technologies that could reduce the amount of her overtime work. She believes that beyond the direct banking costs (\$25/month and transaction fees), the total savings would be worthwhile. Gaye noted that competitors forget they have not renewed, of which there are many, said Corinne, and this measure could prevent the pre-show confusion that often arises when members have allowed their status to elapse. At the retreat, various options of membership renewal were discussed. Gaye pointed out that whenever you give someone your check, they have your banking information -- but not the authority to repeat withdrawals, Chris asserted. Corinne reported that she processed 750 renewals out of 902 this year; of those 750, 589 have never dropped their membership, so automatic renewal would probably been a boon to those individuals (the preponderant majority). Claire expressed concern that for people who forgot to notify the office that they did not want to renew, the deduction from the checking account could produce irate ex-members that would require significant time to address and reverse the payment. Ed worried that, in his opinion, one of the greatest things ODS undertook was to tie our renewals into USDF membership payment, and "that would go cock-eyed." Auto-pay would not tie into USDF, with automatic upgrade into USDF membership.

**Motion:** Gaye moved that the consideration of auto-pay membership renewal be tabled for discussion until a membership survey is conducted to measure likelihood of acceptability. Ed requested that the survey address the issue of concurrent membership with USDF. Ed seconded the motion which passed by voice vote.

**Action Item:** Claire and Corinne will create a membership survey to explore payment options, including auto-pay and membership concurrence with USDF renewal.

## **NEW BUSINESS**

### **4. Proposed amendment to headgear policy -- pursuant to email sent on February 24:**

#### Proposed Amendment to ODS Policies and Procedures Manual re: Protective Headgear Policy

**Background:** USEF new rules require that anyone mounted on a horse at a National competition must wear protective headgear. USEF rules are superseded at FEI shows (CDI events). FEI will allow top hats to be worn for FEI classes at FEI-approved shows. The proposed amendment follow those principles and expands the applicability to all ODS events including schooling shows, clinics and League shows. Applicability date to be 4/1/2013 which corresponds to applicability date of USEF rules.

#### **Proposed Amendment to Chapter III: Policies**

Section XIII. Protective Headgear Policy (established 2/6/2011, amended 4/1/2013)

It is mandatory to wear protective headgear at ODS clinics, schooling and League shows and any riding event hosted by our chapters/committees. The only exception is per FEI rules, which apply only at FEI-Licensed Shows. From the time horses are admitted to the event grounds, anyone mounted on a horse at any time must wear protective headgear as defined by the USEF Rule DR 120 and otherwise in compliance with USEF Rule GR 801. 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.

Chris admitted that his only concern was that "for people on a horse" was far down in the paragraph, but agreed not to push the issue.

**Motion:** Chris moved that ODS adopt the revised wording of the headgear policy to comply with USEF wording; Gaye seconded. The motion passed by voice vote.

**Action Item:** Ed will finalize the wording of the revised Protective Headgear Policy and send it to Chris and Corinne.

## 5. ODS sending a representative to the USEF Annual Meeting/Convention

Gaye believes it would be a good idea for an ODS representative to attend the USEF annual convention, as she is skeptical that USEF is necessarily holding ODS interests at heart, plus ODS would be present for any changes and could report back directly. Chris expressed surprise that ODS has never sent a representative to USEF meetings, considering that this is the body that dictates the terms of all of the shows that ODS puts on. Corinne said that we are now an “alliance partner” of USEF to avoid conflict of terminology between national affiliation and GMO affiliation. The terminology change should not affect any benefits to ODS. ODS has no vote within USEF proceedings; USDF is represented on the USEF Dressage Committee, but no GMO has standing in that body. So the purpose of sending an ODS representative to USEF convention, asked Chris, is for information, but do we have any voting or participatory role? Gaye admitted that she did not know. Corinne said that some committee proceedings are closed but never predictably, based on what some folks from California Dressage Society have reported to her when they attended USEF. Ed said that if ODS were to send a representative to USEF, this would be to the general assembly, not to committees.

Rose then asked if the purpose was to send someone just to attend and be aware of what was going on, in an observer status, or to figure out how to become more involved. Gaye said that some GMOs send representatives to the USEF convention, so this is not unprecedented, so perhaps ODS could send some observers on a trial basis. That then raised the question of whom ODS would send? Chris again expressed his surprise that no one has attended. Ed asked if anyone from California had shared what they perceived to have gained, and Rose responded that indeed, they learn how things are done in USEF. Corinne revealed that she has wanted to go for years to learn how USDF was represented and learn to participate in the USEF process. Gaye thought that the President or Corinne should attend. The meeting occurs in January, in the Lexington, Kentucky area or nearby. The financial impact would be similar to attending the USDF convention. When Rose asked what sort of stipend would be involved, Gaye admitted that she had not investigated these details. The cost impact would be close to a thousand dollars, calculated Chris; Ed and Claire expressed skepticism about the effect of participation and the cost, with which Chris agreed. Dolores wondered if information might be available online to the Board, versus going for the full cost of attendance. Ed suggested that as an alternative, ODS should explore ways to be more proactive at the USDF convention, raising concerns about what goes on at USEF and how to influence its Dressage Committee; it sounds like we should be leaning harder on USDF as our participant in USEF, he concluded.

Corinne will send an email to USDF GMO Presidents (and other members who are a part of that list) to get their reaction. Gaye agreed this would be a good first step and reminded the Board that if ODS had not always been as involved in issues as it has at USDF, we would not have the effect that we have, and she thinks this model should be repeated at the USEF level as well.

**Action Item:** Corinne will send an email to the USDF Presidents List to ask if other GMO representatives attend the USEF national convention and what benefits and rights they perceive to enjoy from said attendance; Corinne will confer with Rose about the results and will report findings to the Board at its meeting in April or May.

## 6. Online liability waiver

Corinne reported that a request for signing an online electronic version of a liability waiver surfaced as part of planning for this year’s ODS Youth Camp registration. She researched possibilities with ODS’ insurance agent. Underwriters generally disapprove of online liability waivers because of electronic storage of forms and retrievability issues. Corinne found a company in Bend that offers legal data storage and could provide this service. Chris voiced opposition to delegating this review of signatures and storage; how could ODS ensure retrievability and not place the outside company at risk? The cost would be \$15 for 100 forms (well within the limit of the camp’s documentation needs). Ed clarified that signing such a liability waiver is required in conjunction with the application to attend camp. The application would be integrated through Adobe forms on our end, said Corinne. Chris said this would make sense if part of an online application form; having the ability to verify legal signature online is what these

companies do, a procedure that is reasonably common in business transactions. Dolores opined that perhaps a backup plan should be in place for someone who does not have online access or who is concerned about the electronic signature security. We must ensure that this company is reliable, she cautioned. Claire asked if the ODS insurance carrier had recommended this company, and Corinne responded that the company in Bend had contacted ODS. Rachel suggested we need more research, and Chris agreed; desirable information would include company references, costs if above 100, etc. Rachel suggested this be tabled for another meeting. General consensus agreed with the concept but sought more information on other companies and services, online liability waiver options, costs, and further detail. Rose tasked Corinne and Chris with this research.

**Action Item:** Corinne and Chris will research companies that provide online liability waiver services, including electronic signature review and security, costs, storage, and corporate references.

#### 7. **Future Conference Calls**

Rose announced that the monthly ODS Board Conference Call schedule would move to the second Wednesday of the month, commencing in April. The May Conference Call will not take place, since the quarterly Board meeting is schedule for that same week (Saturday, May 11, 2013).

**Next Conference Call:** Wednesday, April 10, 6:30-7:30 pm.

#### 8. **2014 Retreat**

Corinne projected the budget for the 2014 ODS Board Retreat as costs at the Silver Falls Conference Center have increased. She proposed two options: (1) increase cost per participant; or (2) drop lunch on Sunday (cost of \$7.50 per person). Gaye expressed objection to dropping Sunday lunch if people have to travel long distances afterwards, and Ed agreed. Costs have remained stable for many years, so a slight increase in the fee would not be onerous.

**Motion:** Chris moved to raise participation rates for the 2014 Board Retreat and keep the Sunday lunch as part of the program. Ed seconded, and the motion passed by voice vote.

### **FINAL BUSINESS**

**Adjournment:** Claire moved the meeting be adjourned; Gaye seconded. The motion to adjourn carried by voice vote at 7:39 pm.

### **Action Items**

1. **Membership Renewal Payment Options:** Claire and Corinne will create a membership survey to explore payment options, including auto-pay and membership concurrence with USDF renewal.
2. **Amendment to Headgear Policy:** Ed will finalize the wording of the revised Protective Headgear Policy and send it to Chris and Corinne.
3. **ODS Representation at USEF Annual Convention:** Corinne will send an email to the USDF Presidents List to ask if other GMO representatives attend the USEF national convention and what benefits and rights they perceive to enjoy from said attendance; Corinne will confer with Rose about the results and will report findings to the Board at its meeting in April or May.
4. **Online Liability Waiver:** Corinne and Chris will research companies that provide online liability waiver services, including electronic signature review and security, costs, storage, and corporate references.

Respectfully submitted,

Claire Fronville Evans  
Secretary