

Oregon Dressage Society

From: board@lists.oregondressage.com on behalf of Oregon Dressage Society
 <office@oregondressage.com>
Sent: Thursday, April 27, 2017 7:38 PM
To: board@lists.oregondressage.com
Subject: Meeting Minutes



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.

ODS Board of Directors Quarterly Meeting Minutes

Sunday, January 29, 2017
Silver Falls Conference Center

2016-17 Board member attendance record:

			11-12-16	1-29-17			
			PHONE	RETREAT			
	POSITION	BOARD MEMBER					
1	President	Gaye McCabe	X	X			
2	President-Elec	Ed Miller		X			
3	Treasurer	Dolores Morgan	X	X			
4	Secretary	Valerie Stallings	X	X			
5	Dir at Lg	Anna Bigwood	X	X			
6	Dir at Lg	Emily Kenyon		X			
7	Dir at Lg	Lisa Koch					
8	Dir at Lg	Jessica Rattner	X	X			
9	N Region Rep	Kathy Casey	X	X			
10	N Region Rep	Tom Murray		X			
11	S Region Rep	Cassi Soule					
12	E Region Rep	Sharm Daggett	X				
13	C Region Rep	Karen Cheeke	X	X			
OTHER MEMBERS							
1	Exec Director	Corinne Stonier	X	X			
2							

Board Quorum with 10 Board Members achieved

Gaye McCabe presided over the meeting. Minutes were taken by Valerie Stallings.

Board members in attendance:

Gaye McCabe	Ed Miller
Dolores Morgan	Valerie Stallings
Anna Bigwood	Tom Murray
Jessica Rattner	Kathy Casey
Emily Kenyon	Karen Cheeke

Board members absent:

Cassi Soule	Sharm Daggett
Lisa Koch	

Non-voting members in attendance:

Corinne Stonier	Joyce Stride
Sarah Diebert	Laure McKinney
Brenda Mahler	Peter Rothschild
Lori Masauda	Lillian Logan
Marci Sanders	Christine Erikson

Meeting Minutes:

- 1. Call to Order** at 8:41a.m. by Gaye McCabe, President
- 2. Approval of November 12, 2016 Board Meeting Minutes** – note: prior to meeting, November minutes were made available online at the ODS website, <..\2016\12-November Annual Meeting\11.12.16 Board Meeting Minutes.docx>. Board members were requested to review them prior to the meeting. **Emily Kenyon moved to approve the minutes. Jessica Rattner seconded, minutes were approved.**
- 3. Changes to / adoption of Agenda** – Gaye requested sections "a" and "c" were removed from "New Business". No other changes requested and the agenda was approved.
- 4. Omnibus** -- Sarah Diebert recommended a PDF list of shows be made available to the ODS membership. After discussion, Ed Miller volunteered to work with Sarah on what the responsibilities of the Show Committee should be prior to the next board meeting. Lori Masuada suggested that shows be posted on facebook when they are announced with a link to their prize list, or contact person. Corinne gave a short tutorial on how members could do this. Anna Bigwood summarized how ODS bases are covered to inform the membership about what shows are available without the expense of printing or producing an omnibus.
- 5. Financial report:** Dolores Morgan Treasurer reported as follows:
2015 short year 990 was filed in November. This represented 4 months of activity of all Chapters, Board Committees and the General Fund. The four months of 2015 (September, October, November and December) occurred as the fiscal year of ODS was transitioning to the calendar year. Two pages of

the completed form were distributed with instructions on how to find the entire form on the ODS website. The Board President requested that the average hours per week the Board spends on ODS business be collected for the 2016 990.

The 2016 year end financials were distributed and are attached to these minutes (refer to *FINANCE REPORTS*). Of significance is the low number in the general fund bank account (\$3897.86) and the amount listed as funds not deposited (\$19,814.25). The transfer of the Linda Acheson Educational Fund balance (\$51,856.98) to The Dressage Foundation shows on these statements also reduces our Financial Position, This transfer provides the diligence of TDF, the opportunity for improved fund growth, and a their ability to focus on the application and award of funds. This results in a deficit for 2016 of approximately \$1,000.

The final presentation was the austere budget for the General Fund for 2017. In the absence of any projected budgets for events which usually positively effect "the bottom line", shown income is mainly from membership fees. Expenses reflect keeping staffing at the present level and continuation of Flying Changes subscriptions and USDF affiliate fees. Not included were ODS publications, stipends for attendance at USDF conference, and funds for attendance at the NW Horse Expo. This budget will be adjusted as appropriate when budgets for the activities are Board approved.

As part of her report, Dolores Morgan shared was the amount of hours the tax account records for the IRS board members give to ODS (which has been one hour per week). Since no money is paid it has no ramification to the tax return. Corinne pointed out this should be rectified with a correct number of hours. She explained that although it has no significance to the IRS, it would have future significance to anyone ODS may apply to for a grant. Gaye requested Dolores contact the board members for the true hours each volunteers to ODS.

In closing, Dolores pointed out that with the presentation of the "L" program this year, and the dressage shows being held, ODS is fulfilling the mission statement for the non-profit for 2017.

Jessica Rattner suggested ODS request chapters help with general funding as the general administration largely assists the chapters. Corinne further explained how much the general fund and office does for the chapters. Karen Cheeke stated the issue needs to be introduced with an official statement from ODS. This issue was then referred to the finance committee for further review.

Dolores made a motion that an austere budget for 2017 be approved with the understanding that amendments to the budget will be made as more information is presented to the board. Emily seconded. The budget was approved.

- 6. ODS Membership Discussion:** Discussion on finances led to a discussion on memberships. Tom Murray recounted on how as a new resident to Oregon he had no idea there were ODS Chapters. He became a general member not realizing there were actually several chapters in northwest Oregon. He believes ODS would benefit if the chapters had some additional education on recruiting new members for both ODS and their chapter. Emily Kenyon volunteered to put together a new member packet as an introduction to ODS. This would include an email to the chapters closest to the new member, if it is a general member, to give the chapter a chance to contact the new member.

Sarah Diebert expressed the importance of the ODS roster and how it contains member contact information unavailable online. She pointed out how without the roster members are going to be calling Corinne and asking for this information adding to her work load. Emily questioned whether a printed roster is promised to the ODS membership in writing, Corinne confirmed it was not. **Karen Cheek motioned to proceed with printing the test booklet, as promised and expected, adding the membership roster thus consolidating the two publications for 2017 with the possibility of doing something different in 2018. Emily 2nd the motion.** The question of the cost of printing and mailing the test booklet was asked, Corinne answered approximately \$2400.00. Karen will make a request to her chapter, Mid Valley, if they would be willing to pay for this expense this year at the next Mid Valley Chapter business meeting

which will take place the beginning of February. She will inform the board by mid February if the chapter will cover the costs. If the chapter does not fund the costs the expense will cause a larger deficit to the budget than what was presented by Dolores. **Jessica amended the motion to include the general show rules that were in the Omnibus to the booklet as well. The entire motion passed.**

- 7. Executive Director's Report:** Corinne Stonier -- Kudos to all those who have stepped up to make ODS successful. Corinne wants to work to build a new volunteer base. She is excited about Ed and Sarah working together on defining the role of the show management. This will assist her knowing what will need to be done in the fall. Corinne introduced the assistant treasurer, Jorine, and let the board know what a great job she is doing and that her role in ODS has made a huge difference in keeping the books. Helen Ferguson has volunteered to help collect W9s and record payments from contractors for ODS. Karen Westlake will assist in creating the 2017 Fall Festival Clinic as well as working with the award presentation and auction. Helen Ferguson volunteered to work with Corinne on the Championship show as well. Ed Miller volunteered to put a Championship Show Manager job description together. Tom Murray has volunteered to be the Championship Show Sponsor Chair. Corinne announced the education fund has been moved to The Dressage Foundation. She thanked the board for all their work in this endeavor. She encouraged all members to donate to the fund and feels it will see positive growth with TDF management.

8. Standing Committee Reports

- a. ODS Adult Programs Committee, see [New Facility available.....](#)
- b. USDF Adult Programs Committee -- "L" Program; see [2017 USDF 'L' Program Report, USDF "L" Program Budget](#). Dolores would like to see a budget that includes ODS office staff time.
- c. ODS Video Library -- see [ODS Video Librarian Report](#)
- d. **Awards Committee:** Ed Miller reported that the Special Awards are sponsored and therefore will be of no expense to ODS. Ed will be adding the "Horse Hall of Fame" criteria to the ODS policy manual and would like to find someone to add the information to the ODS website as well.

Concerning the "Horse and Rider" award plates, there were approximately 2000 rides in the 2016 ODS show year. 68% of the rides were in training level and first level. In the ODS League shows, 800 rides were above 60% resulting in awarding 296 plates. In the ODS USDF Licensed Shows, 400 rides were eligible for plates with a \$10.00 fee. The list of rides eligible for award plates was posted on the website and any errors have been corrected. Ed stated that as show managers entered names in multiple ways there were duplicate entries for the same person. He asked chapter representatives to please remind show managers to pay attention to how a person's name is entered and to enter it as it appears in the roster. Ed reported he had a price bid from Barney's Trophy & Award Shop to engrave the plates but as the business is owned by an ODS secretary, Valerie Stallings, he wanted to make the board aware of that fact before considering the bid. **Jessica Rattner made a motion to allow the Awards Committee to consider a bid from Barney's Trophy & Award Shop with the board's knowledge that it is owned by Valerie Stallings, Emily Kenyon seconded the motion. Ed Miller and Valerie Stallings abstained from the vote, there were no "nay" votes and the motion passed.**

Ed went over the history of the "High Point" Award plates and inquired whether ODS would like to continue using the present method of calculating this award with a system of averaging scores or use a different method. **Valerie Stallings made a motion to keep the High Point Award Plate, Emily seconded, motion passed.** Corinne will update the website to include the high point. Joyce Stride, who has been chairperson of the Special Awards committee for many years announced her plan to retire after this year. She would like to have someone volunteer to work with her and learn how she has handled the job so they could take it over next year. See [Awards Committee Report](#)

In closing Ed announced this will be Joyce's and his last year as Award Chairs as they wish to retire from their positions. Both are willing to work with a member who would like to volunteer to take the positions over. Ed also would be willing to continue to do the calculations for the plate awards. The biggest part of the job is working on the Year End Award Gathering, finding a location and organizing the event. Corinne will add this to the Volunteer Opportunities on the webpage.

9. Chapter Reports

- a. Pacific Crest Trail Chapter, see [PACIFIC CREST TRAIL CHAPTER ANNUAL REPORT 2016](#)
- b. Lower Puget Sound Chapter, see [Lower Puget Sound Chapter](#)

10. Old Business

- a. **League Finals:** Gaye -- There was no definitive reason why participation numbers were so low the Finals were canceled. Gaye sent out inquiring emails to those that qualified and reported that reasons for not entering were so diverse that she could not blame anything but "life happens." The 2017 League Finals will be held on October 14-15, at the State Fairgrounds in Salem. Horse/rider teams need two scores from two different judges of 55% or higher in the level they wish to compete at in the year prior to entering the Finals.
- b. **Licensed Championship Show** -- ODS is still looking for someone to take on the position of Championship Show Manager. Ed has agreed to take the position on and Tom volunteered to shadow Ed in order to learn the intricacies of the position. Emily will tap into the volunteer list from the survey (discussed on Saturday's brainstorming session) to see if she can find some new blood. As previously discussed in the Executive Director's Report, Tom Murray has stepped up to be Sponsor Chair. It is important to find new volunteers for this event as the people who have been organizing it are ready to step down and this is one of the main fund raising events of the year for ODS.

11. New Business

- a. **Policy Change:** Ed Miller would like to see an ODS policy change for the selection of officers. Currently executive officers, specifically the president and president-elect, are selected from the directors at large. Ed would like to open these positions up to include the regional representatives as well. Since this would mean a change in the bylaws Ed was presenting the motion at this meeting so that it could be voted on at the next board meeting.
- b. **2017 Fall Festival:** The Fall Festival is to be a headline fund raiser to be held the first weekend in November (November 4-5). A proposal will be written up and sent out to board members between now and April, prior to the April board meeting. A 100% response from board members will be needed to approve the proposal and budget.
- c. **Northwest Horse Expo:** The question of whether ODS should have a booth at the NW Horse Expo March 24-26, 2017. The cost is not in the 2017 budget and would further increase the deficit for this year. The booth is a shared expense with one of ODS's business partners, additional expenses included paying for stabling of the demo rider's horses, entry tickets for volunteers who work the booth 4 or more hours in a day, hotel expenses and travel for Corinne. The total expense is approximately \$3000.00. On the other hand, this brings a lot of exposure to ODS in one place at one time to many people who otherwise may not be aware of the organization. This is a fulfillment of the ODS mission statement to promote dressage. **Karen Cheeke moved to approve proceeding to attend the NW Horse Expo as ODS has done in previous years with an approximate cost of \$3000.00. Emily seconded. Motion passes with two abstentions and one nay, due to the financial deficit the ODS currently faces.**

- d. **Board Meeting Dates for 2017** -- The following dates have been agreed upon for quarterly face to face board meetings: April 29, July 29, and November 3. Time and places are to be arranged. Gaye will work on arranging the meeting in April. The board discussed the necessity of interim monthly meetings via phone conference calls. Consensus seemed to be that they were needed but no dates were set.
- e. **Proposal for a Professional Clinic: Lisa Koch** -- Lisa emailed a proposal for a clinic to provide an educational opportunity for dressage professionals. See [Proposal for a Dressage Professionals Clinic](#). The proposal included a budget that showed a cost to ODS of \$20.00 for the clinic. See [Professionals Clinic Budget](#). **Ed made the motion that ODS accept the proposal for the Dressage Professional Clinic; Emily seconded the motion, the motion passed.**
- f. **Lifetime Membership Award Proposal:** Corinne proposed to the board that Rose Newman be awarded a lifetime membership based on her many years of outstanding service and dedication to ODS. Discussion followed as to the criteria of such an award and why it was not done at the annual awards celebration. A lifetime membership could be a considerable expense to ODS as it would include paying USDF group membership for life as well. Corinne explained that historically it was at the retreat that lifetime memberships were considered and awarded although there is nothing written in the policy manual for this award. Karen expressed concern that there was not a written criteria to award a lifetime membership therefore no way to base whether a person deserved it or not. Ed asked to have a written proposal presented to the board for consideration. Joyce Stride stated she would gladly write a letter of nomination. **Emily made a motion that Rose Newman be given an ODS lifetime membership provided a written letter be submitted to the ODS board. Anna seconded. The motion passed with one abstain, and one no vote stating he was against the process in which the membership was being given and not the award itself. Emily made a second motion that in the future all nominees for a lifetime membership must be petitioned in writing, Valerie seconded. Motion passed.**
- g. **Bylaw Change** -- Ed gave a notification that the board needs to vote on a change in the bylaws at the next BOD meeting. Under Chapter 5, section 8, treasurer the word "to" needs to be added to the word so that it reads "...when the report of the financial status of ODS to the board of directors at each board of directors meeting and *to* the general membership at least once per year;..."

12. Adjourn at 11:58. **Motion to adjourn made by Emily, second by Jessica, meeting adjourned.**

Warmest Regards,
 Corinne Tindal Stonier
 Executive Director
 Oregon Dressage Society, a registered non-profit 501 (c)(3) organization
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Watch the ODS Website for exciting information about upcoming Summer Dressage Camps for Adults and Youth! Volunteer opportunities are being added on a regular basis – www.oregondressage.com/volunteer.html

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 DR120 and otherwise in compliance with USEF Rule 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.

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