

**Oregon Dressage Society Board Meeting  
Conference Call  
Wednesday, September 11, 2013**

**Present:** Rose Newman, President; Chris Main, Treasurer; Claire Evans, Secretary; Patty Armstrong; Anna Bigwood; Lisa Koch; Ed Miller; Corinne Stonier.

**1. Meeting Called to Order**

Rose called the meeting to order at 6:32 pm and conducted roll call. Those present are listed above.

**2. Minutes:** None from August yet ready; need to approve later by letter.

**3. Permission for ODS Office to approve funding for ODS Camps with grants to Chapters as they turn in complete sets of paperwork**

The approval is usually given at the November meeting, so this would be early approval. Barb Funk has requested this, since she will be in transit in November.

**Motion:** Ed moved the ODS office be granted the authority to disburse funds for ODS Adult Camps when the office receives completed paperwork therefor. Chris seconded, and the motion was passed by voice vote.

**4. Continuation of Last Agenda; Focus on Committee Work -- Rose Newman**

a) Recommend each Standing and Ad-Hoc Committee create/edit their Mission Statement, define Composition, Members, 2014 Goal and Objectives/Deadline; (see proposal from last summer's Adult Programs Committee or the Ad Hoc Publications Committee for an example of content and formatting).

Rose noted that this is something that she has been hoping to move forward during her presidency. She proposed that members from the Board help committees align their documents and procedures with the Policies and Procedures Manual (PPM). Patty pointed out that membership might vary; Rose responded that mission statements would not be fluid, although members of committees might be. Each committee should put something together, using the Adult Programs Committee approach as a template. Ed agreed, urging that this would clarify the committee status and process. This would avoid mission creep as well, noted Chris. Not all committees are reflected in the PPM, so Rose will work with Ed to do so. Claire proposed developing a list of committees and a matrix of the items noted in the agenda item a) above, which would permit a gap analysis of which committees need to complete which items. Board members could then select committees to help, with more information about where guidance is needed for each committee. Ed mentioned that some committee requirements for the PPM are missing for certain bodies.

**Action Item:** Rose will prepare a matrix of committees and their organizational components for the PPM to be presented at the next Board meeting. Then Board members can consider stepping forward and volunteering to help with specific committees.

b) Recruit Committee Members

Rose noted that announcements for ODS members to join committees have been posted in *Flying Changes*, emails, and by individual appeals -- all to no avail. Ed observed that talking to our peers doesn't result in successful recruitment. Patty suggested that if ODS members are not willing to staff a committee, committees should be disbanded. Some things have to be eliminated if no one steps forward. Rose urged that the Ad Hoc Publications Committee desperately needs staffing, so please contact Rose if anyone comes to mind. The ODS Show Committee also needs help urgently for the ODS League Show and ODS Championships Committee. We need an ODS Show Committee Chair -- another addition to the matrix proposed in the preceding point.

Corinne added that it is difficult to recruit people to participate in committees that lack structure. Patty said that begs the question of what needs to happen; no one is answering the question.

**Action Step:** To the matrix proposed under Item 4.a), include recruitment needs for committees.

Rose also reminded the Board members that ODS staff works part-time, so the Board needs to step up and help run the organization and do as much due diligence as we can. Patty wondered if Board members should be required to provide a certain number of hours of work, and how to monitor that? Claire cautioned that this is a volunteer organization -- one hundred percent volunteer, Rose concurred -- and once performance is monitored, it becomes very non-voluntary. Perhaps with clarification of what expectations are for Committee work, Claire suggested, people would have a better idea of how much volunteer work is expected. The volunteer portion of the web site was developed to encourage volunteer sign-ups for committees and other tasks.

After the Championships, said Rose, we will work on this Committee Matrix and see how to get more help. Budgeting for each committee will be an important element of each committee's work analysis. If the committees require staff time (Corinne's), that must be a budget line item.

c) Review proposal for a "Para-Equestrian" standing committee with ODS (submitted in advance):

**Mission:** The Para-Equestrian committee will function with the Oregon Dressage Society to provide guidance and support for a Para-Equestrian (Para-Dressage) program at the local level.

**Timeline:** This committee is envisioned as a standing committee to be presented to the Board in 2013.

**Composition:** The committee would be formed with a chair and at-large members and will include at least one Para rider. The exact composition is to be determined, but the commitment should be for at least one year for continuity. The ODS office will be advised of the roster and we would anticipate working closely with the ODS executive director.

Goals for 2013-2014:

- 1) Locate Para riders who may or may not be involved in therapeutic riding programs, but might like to consider working toward the goal of dressage showing.
- 2) Research accessible barns and therapy programs
- 3) Provide a network to support these riders with:
  - a) Information on obtaining the dispensation cards necessary for showing
  - b) Listing accessible barns and therapy programs
  - c) Fundraising within ODS Non Profit Guidelines. This would involve working within the ODS finance Committee in establishing a transparent financial reporting process.
- 4) Act as a resource for show managers and judges regarding the dispensation requirements, compensating aides and adaptive equipment.
- 5) Create a fact sheet for the ODS website and omnibus explaining the process of competing at ODS recognized shows (or schooling shows), including how to qualify for a dispensation and special equipment. Much information is already available at [USDF.org](http://USDF.org).
- 6) Explore fundraising for potentially offering FEI Para Equestrian classes within a recognized show in Oregon, which would be a first.

Additional Goals for 2014 - 2015:

- 1) Present a demo ride of Para Dressage at the 2014 Horse Expo in Albany

- 2) Bring a grading committee to Oregon
- 3) Include FEI Para Dressage at a recognized show

**Budget:**

The committee envisions using the ODS General Checking account to handle funds. However, at this early stage, the main objective is outreach, which would not require any funding from ODS or any other source. In the future, the committee might request funds for expenses to make a Para Dressage exhibition possible, for instance, at the horse expo. Certainly, as the plan develops to the point where Para classes can be offered at USDF/USEF shows, funding would be required to support the special needs of the participants, including the grading process. We anticipate this would be through fundraising events. We would also explore the possibility of grant money becoming available from the USEF or USDF as interest in these programs increases country wide. Financial support of individual ODS members who wish to show could come from their own chapters along with incentives from the show committees.

Chris questioned where this proposal came from; Corinne responded that a couple of chapters and Susie Ronning submitted it to the office. We've just been discussing the difficulty of getting committees staffed and working, Chris noted, and now this is a proposal to expand the slate of committees with yet another. Corinne advised the proposing chapter that the function was more applicable as a committee rather than a chapter of ODS, hence this proposal. Rose believes that the committee is fully staffed already. Patty asked if the interested chapter intends to fund and operate this committee forever? If not, where will the future funding come from?

If it works, this would be fantastic, said Lisa. Patty asked what the need level is, and how many para-equestrians would likely benefit? Corinne reported that the chapter did not report the anticipated number of para-equestrians involved. Ed recalled that there were 25 para-equestrian providers nationwide, not a high number. Patty voiced her support, if they have a mission statement and it would not cost ODS anything. Eastern Oregon and some Washington riders have expressed interest in this effort. Corinne cited the individuals who had advocated this committee.

Discussion supported designating a para-equestrian committee as an ad-hoc committee, allowing time to assess its viability, with the view of making it a standing committee in the future. Specific goals and time lines are associated with the process of ad-hoc establishment, for which Ed suggested two years. Chris advised that its core function could be assessed during that time frame.

**Motion:** Claire moved that the Board approve the creation of an ad hoc para-equestrian committee within ODS for a period of two years; Anna seconded. The motion passed by voice vote.

**Action Step:** Patty will contact the individuals who developed the proposal and notify them of the Board's decision.

## **5. Other Business**

**a) Changes to Policies and Procedures Manual:** Ed said that he sent some items to Corinne for Board approval, but they were not circulated. Chris has technical input on some matters. These changes go beyond housekeeping, Ed asserted, and were in response to the last meeting when the Board agreed to introduce some changes. This matter will be postponed until the next Board meeting.

**b) Judges for Opportunity Classes and League Shows:** Ed continued that the discussion about PPM changes also included some changes concerning judges for opportunity classes, League Shows and awards fees, which he opined were totally inappropriate, with which Chris and Rose agreed. League shows by their nature offer the opportunity to pay less to participate in a dressage show, Rose said, so separate Opportunity Classes in a League Show are not appropriate. This is an item for the ODS Show

Committee to work on for 2014, and it will do so after the Regional Championships. These are USEF designations of classes, Chris clarified. As long as they cover awards fees and are L graduates, we don't care, said Chris; this is an attempt to step outside the League Show rules and should not be supported.

**c) Document Change Management:** Chris raised the issue of online editing using a web browser to make changes to the PPM (and other controlled documents). He will brush up a proposal that will make things much more applicable to what we need. The Master Document should be edited with changes easily discerned and trackable. Chris is investigating other no-cost options that avoid the need to download but accommodate editing changes online (like a Google docs application). The approval process needs to be codified and communicated, Ed noted. Chris promised to contact Ed after Regionals with options.

**d) Membership Transaction Simplification:** Corinne reported that USEF has not accepted our proposal to include the option to join USEF on our form (along with USDF and ODS). The 2014 form on the USDF server follows the status quo, pending a future approval from USDF. The hang up is over the legality, not the financial department. At least USEF is willing to continue to consider this, so Corinne will continue to pursue. It was helpful, Corinne reported, that she could report to USEF that this was a result of an ODS membership survey, and she encouraged USEF officials that this would likely open the flood gates for new members in other equestrian disciplines.

**e) New Chapter:** Anna brought forward a request on behalf of a group to create a new chapter on Sauvie Island. They seek authorization to use ODS forms of communication (eblast, web announcement, etc.) to promote and assess the viability of this new chapter. Ed found it to be an appropriate request, within the scope of the ODS mission. Rose cautioned that this must be prepared and scheduled as any other email blast in the queue. Corinne told Anna to have the people contact her, and she will work it into the pipeline.

There being no further business:

**Motion:** Claire moved the meeting be adjourned at 7:15 pm. Chris seconded, and the motion was passed by voice vote.

**Next Meeting: October 9, 2013**

Agenda items include: Changes to the Policies and Procedures Manual (Ed); Committee Matrix (Rose); Document Change Management (Chris).

## **Action Steps**

- 1. Committee Matrix:** Rose will prepare a matrix of committees and their organizational components for the PPM to be presented at the next Board meeting. Then Board members can consider stepping forward and volunteering to help with specific committees. Among the items to be included will be recruitment of volunteers.
- 2. Para-Equestrian Committee:** Patty will notify the proposers of the Para-Equestrian Committee of the Board's approval of an ad hoc committee status for two years.

Respectfully submitted,

Claire Fronville Evans  
19 September 2013