



Oregon Dressage Society  
 Board Meeting April 27, 2019  
 Wilsonville Library

## ATTENDANCE

XXATTENDANCE		Present	Absent
Karen Cheeke	President / DaL	X	
Valerie Stallings	Vice-President/ RR South	X	
Dolores Morgan	Treasurer / RR North Pos. 1	X	
Sarah Diebert	Secretary / DaL	X	
Anna Bigwood	Director at Large	X	
Karen McCurdy	Director at Large	X	
Emily Kenyon	Director at Large		X
Lisa Koch	Director at Large	X	
Keaton Hoy	Director at Large	X	
Lynette Hammon	Director at Large	X	
Brett Stallings	Director at Large	X	

ATTENDANCE		Present	Absent
Jo Renn	Regional Rep. North Pos. 2	X	
Jaimie Lewellyn	Regional Rep. Central		X
Vacant	Regional Rep. East		
Mary Packard		X	

Meeting was called to order by President Karen Cheeke at 10:10 A.M.

We have a quorum present.

Agenda for the meeting was approved.

Minutes of previous minutes dated Jan. 26 and 27 .

Jo Renn made the motion to approve the minutes of that meeting.  
 Karen McCurdy seconded. Motion passed

**President's report:**

We have a new webmaster. Her name is Karen McKnight.

Jo Renn brought up the fact that she will not be the membership chair anymore. ODS will be looking for someone to step in and fulfill that role

**Treasurer's financial report**

Dolores Morgan: We now have a second storage unit, which is where the financial records need to be stored

We had four different accounts that can transfer money to us electronically. PayPal, square, stripe and event bright.

See attached file current account balances

Karen Cheeke: We need to make a decision on the financial form for member reimbursement. The form was presented, there was no vote to accept the form, only discussion. See attached file

**Committee reports:**

Finance Committee

Karen Cheeke: We need to make a decision on the financial form for member reimbursement. The form was presented, there was no vote to accept the form, only discussion. See attached file

Activities Budgets

Adult Team Show

The budget for the 2019 Adult Team show was presented by Karen Cheeke.  
The show is Jun 1 and 2, at DevonWood.

See attached file

Motion was made by Lisa Koch to approve the budget.

Seconded by Karen McCurdy

Motion passed.

League Championship Show

The budget for the 2019 League Championship Show was presented by Valerie Stallings.  
The show is August 31 and September 1 at the Oregon Horse Center in Eugene.

See attached file

Motion was made by Lisa Koch to approve the budget.

Seconded by Karen McCurdy

Motion passed.

Licensed Championship Show

There are two different budgets that have been presented for the Licensed Championship show.  
That will need to be sorted out before we can approve the budget

Annual Meeting Budget

This year's annual meeting will be at the Langdon's Golf Course on November 2nd.

This is also going to be the weekend for the annual retreat

See attached file

A motion was made by Karen McCurdy to approve the budget.

It was seconded by Brett Stallings

Motion passed

Instructor's Booklet

Anna Bigwood brought the concern for funding for having new covers for the Instructor's Booklets that are left over from last year. She has a quote for having the covers reprinted for \$174.91.

A motion was made by Anna to have the covers reprinted and replaces.

Seconded by Dolores Morgan.

Motion passed.

#### Adult Committee

Brett Stallings Basically the adult committee is the go to. If somebody has a great idea, they go to the Adult Committee chair and say, I have this idea to do such and such and I would think That ODS might like to do this. What do you thin and can you help?

I have been working on the Carl Hester workshop, for the 50th Anniversary, we're still waiting back to hear back from the production company.

Lisa is doing the Instructor Workshop, I will let her tell you about that.

Lisa Koch The Trainers workshop will be October 18 and 19, at Whip and Spur located in Wilsonville.

I have a signed contract with Catherine Haddad Staller who will be the instructor for this workshop. This workshop is also USDF credited.

#### Youth Committee

Lynette Hammon right now we're working on the summer solstice show. It's our first time actually doing it solo. Last year we actually piggyback a blue ribbon school show and we're able to name it our own. But we still don't have a contract with DevonWood.

There's been talk about wanting to go to Wellington perhaps next spring,

Lynette presented a preliminary Youth Program budget

See attached file

There was no motion or vote taken, more details to come.

#### Show Committee

Sarah Diebert: All show applications that I have received have been processed

##### Adult Team Show

Karen Cheeke: The show is scheduled for June 1 and 2, at DevonWood. Opening date ti April 24.

##### Licensed Championship Show

We are still looking for someone to chair the show

##### League Championship Show

Valerie Stallings: We have Kathy Casey scheduled for one of our judges. The show will be at the Oregon Horse Center in Eugene on August 31 and September 1.

#### **General Meeting, Silent Auction and Special Awards:**

##### Special Awards

Valerie Stallings .The one thing we need to address is we have lost the sponsor for the sportsmanship award. The sportsmanship award was never very full. It was one of those things where one year we might have three or four people and then we might have two or three.

Valerie made a motion that we continue with the sportsmanship award and until we find another sponsor ODS itself, sponsor the award.

Seconded by Jo Renn

Motion passed

Other ideas that could be added to the special awards could be for artwork, Youth of the year award. If you have other ideas please pass on to Valerie.

## Marketing and Outreach Committee

Karen McCurdy I just wanted to say that, we have an issue going on that we've been talking about it and we're going to talk about a little bit more that I'd like to see settled and improved a little bit before we really go out there and sell it.

Maybe we could give out pins and bottle openers and you know, all kinds of stuff. It's just promo stuff. On a side note at the expo, somebody suggested we get some shirts, some inexpensive show shirts with the ODS logo on it.

This is another one of those things that Corinne did that's never been taken over by anybody. And we need somebody to spearhead this to say, I'm going to go out, look at what our options are. Say, Oh, these are nice shirts, this is what we can do and make a decision whether we want to get a bunch of inventory that we can then sell at shows and expos and banquets and so forth. Or if we want to just organize orders to these places that can do a piecemeal what we want.

We're getting low on what we had from what Corinne ordered years ago. And it's been the same thing for several years. I think there's a market for it. but somebody has to pick it up and do it

Karen then mentioned that she had changed to ODS logo to put a helmet on the rider instead of the top hat. She show us the revised logo.

Karen McCurdy made a motion that we change the logo to the one with the helmet.

Seconded by Jo Renn

Motion passed

Jo mentioned another idea for promotion might be making stall tags that could be purchased and would b reusable for when people go to shows

## NW Equine Expo

Jo Renn: There needs to be somebody that will do it. I guess if somebody doesn't have to say yes today, that would be great.

There has been discussion in the past and it was sort of equivocal whether we were going to go through with the expo. It's approx. \$815 for the booth and we usually spend a couple hundred or more for motel rooms and food and so forth.

I think it's a great thing to do most, of the people that attend are not dressage people. But they might be considering it. The booth offers a place that they can ask questions. It was a place that they get the name ODS in their head. They know that ODS is, who does dressage around here.

We have gotten chapters or people to sponsor the stalls so that we can ask for volunteers to run the demo and the riders don't have to pay anything to be there. That's always been a breakeven. We get, wait, just get sponsors to sponsor the amount of money we'd need. So far we have not had any trouble getting the sponsors for the demo rider's stalls. I think it's a cool thing to do. I think it's nice to be there. But is it worth it?

Jo made a motion that we approve the cost of a booth at the expo for next year. As long as we can find somebody to chair the coordination of setup, manning and tear down. And focus on finding that person before August 1st 2019.

Motion was seconded by Lynette.

Motion did not pass

Karen, if somebody comes forward and wants to make this their project and once they have convinced the board that this is something we could invest in, it can always be brought up again, but at this point it's dead. But that doesn't stop, Francy from helping with the demo riders.

### Membership

Jo Renn stated that she will not be the membership chair anymore. ODS will be looking for someone to step in and fulfill that role.

I probably spent 10 hours a month on membership duties.

I will get things set up to send out renewals. It would be great if someone comes in and gets started by October 1st, I can help them with how the process is set up.

### Insurance

Sarah Diebert All insurance applications are up to date and have been distributed. The next group of applications will be sent to the insurance agent on May 15.

### Old Business

#### Code of Conduct

Dolores Morgan I presented a Code of Conduct for board members document at the retreat and it was tabled until this meeting. The code is a list of behaviors expected for nonprofit boards to help them maintain their nonprofit status.

#### Discussion:

Why is it just for board members? Why isn't it for all members?

Because the board is the leadership and the fiduciary responsibility is the board's responsibility. Obviously members have to pay up and all this other stuff, but it is the board's responsible

But it's also already in the bylaws that we're bound by. So this is to me redundant and confusing. I would think you would kind of expect that sort of thing just by becoming an ODS member.

Most is having discussions in a respectful because everyone's going to have different ideas. Everyone has a business perspective of things. I think the big thing is not being rude to someone if they have a different idea than someone else.

Jo Renn made a motion on accepting and signing the code of conduct for board members.

Seconded by Karen McCurdy

The vote was one yes and 8 no's

Motion failed

### New Business

#### USDF Convention

We need volunteers to go to the convention. The convention is December 4 thru 7 , in Savanna Georgia.

If we are over 600 members by September 1st that will be three delegates that ODS is allowed to send.

The criteria, is that you're an active ODS member. That you are active in ODS business and you are aware of what's going on with in ODS and the Region 6.

ODS offers a \$600 stipend and has for years.

Karen Cheeke will be going, anyone else interested? Lynette Hammon and Keaton Hoy both said they would like to go. Brett Stallings volunteered of be an alternate

## New Business

### USDF Convention

The question was asked if we need to increase the dollar amount on our stipend? It's been \$600 dollars for years.

Discussion followed.

Karen McCurdy made a motion to increase the stipend to \$1,000.

Second by Lynette Hammon.

Motion passed.

### Nomination Committee for 2020 Election

We need to form our nomination committee the 2020 elections. We need to start working on that now because we have the elections in September, so we can't wait till July.

We need at least one person, ideally a couple people to handle the elections.

You can send out emails, ask people in person, phone call or do whatever to recruit a nominee.

There's no one here this jumping up and down to do it. Okay. That's, that's fine.

Valerie said she would make a post on Facebook looking for somebody to help with nomination.

Any of us can do a personal reach out to someone. You know that. They do need to a ODS member.

### League Show - Western Dressage permitted to Qualify for Championships effective immediately

Western dressage. So what do we have to do about this?

Sarah Last year we approved to allow Western Dressage championship classes at the League Championships, without the need for qualifying scores. That was an approval for a one time trial to see how much interest there would be. It has never been discussed since then and the approval was for that show only. There were five or six WD entries at that show. The issue seems to be offering WD as championship classes without having to qualify. The League championships can offer them as open classes

So now the issue is "Does ODS want to set up a program for Western Dressage that mirrors our dressage program?" And we are only talking about League shows, not recognized shows.

If we decide to include WD as a program it could not take effect until 2020. The reason being is that our show year has already started, shows have happened and it would not be fair to those shows, that might have offered WD, or exhibitors that might have entered western dressage if they had known we were going to set up this program

Allowing the Western Dressage in our program would need to follow the rules and guidelines set forth by USEF, the same as our dressage program.

A motion was made by Karen McCurdy that we adopt the Western Dressage program, starting in the year 2020.

Seconded by Keaton Hoy.

Motion passed

### League Show Require Qualification of Freestyles for Championships for 2020

The current ODS Championship requirements at this point do not require qualifying scores to enter Freestyles, Pas De Deux or Quadrille championship classes. Discussion followed.

There will be more investigation about qualifying for these classes but if qualification is to be adapted it would not be in effect until 2020.

The motion was made by Valerie to keep the qualifications as written. Seconded by Jo Renn.

Motion passed.

Revision of PPM and Bylaws

Mary Packard sent out a document about Bylaws/PPM Proposed Changes. See attached file. My, (Karen C speaking), recommendation would be to table it. I don't know how many of you guys got to read it. Mary, thank you for going through the bylaws. I think you're bringing up a lot of important things that probably just get overlooked. But I would like to bring this up in the July meeting after I, we've all had a chance to look at it.  
Motion was made by Karen McCurdy to table this discussion until the next meeting.  
There was not a second nor a vote

Letter to the Board

Karen McCurdy read a letter addressed to the ODS Board from a member expressing some of her concerns'  
See attached file.

Next Meeting

Our next meeting should be July 28, which is a Sunday. There was discussion about having two call in meetings instead on a one day meeting

I don't know that we have to have a quarterly meeting. I think it can be by any means possible and that we are able to communicate with and it's good if we can get together and it's also possible that we have the meeting on a certain date

A motion was made by Karen McCurdy to adjourn the meeting.  
Seconded by Dolores Morgan.  
Motion Passed

*Respectfully submitted*

*Sarah J. Diebert*

*2019 ODS Secretary*

*June 1, 2019*

**Current Chase Balances (As of 4/26/19):**

Activity: \$5,117.97

General Checking: \$110,610.89

Savings: \$31.43 and \$6,544.70

Total: \$122,304.99

**Current Access to Activity Account:**

Dolores, Lisa Koch (053), Lynnette Hammon (454)

Current Access to Checking: Dolores, Karen

**990: Requires annual Board review and approval**

2017 Year has not been reviewed or approved by Board

2017 available on website (About ODS, Governance, Annual Financial Reports) NOT THERE

Request this be on July 2019 meeting agenda

Currently collecting chapter information for 2018 990

Due May 15<sup>th</sup>, traditionally requested extensions

**Following Chase Accounts Closed and Balances moved to Gen Cking**

Youth: \$12,125

League Championship: \$5,110.80

Championship: \$30,268.30

Adult: \$9,065.39



Current Gen Cking Account Balance: \$108,315.11

Ed's Recommendation for where to include **Code of Conduct**

Chapter III POLICIES to require Board Member to read and agree via signature.

Oregon Dressage Society  
Statement of Cash Flows  
January through March 2019

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	<u>Jan - Mar 19</u>
OPERATING ACTIVITIES	
Net Income	7,160.98
Adjustments to reconcile Net Income to net cash provided by operations:	
1200 · Accounts Receivable	107.50
1250 · Chapter Checking Accounts	36,631.25
1251 · Committee Bank Accounts	19,939.21
	<u>63,838.94</u>
Net cash provided by Operating Activities	63,838.94
Net cash increase for period	63,838.94
Cash at beginning of period	54,866.23
	<u>118,705.17</u>
Cash at end of period	<u>118,705.17</u>

Oregon Dressage Society  
March 2019 Financial Statement: Event Programs

	Expo (Events)	Fall Meeting/Gala (Events)	Instructor Program (Events)	Retreat (Events)	<b>Total Events</b>
Ordinary Income/Expense					
Income					
4000 · Membership Income					
4010 · Membership Dues	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
4000 · Membership Income - Other	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
Total 4000 · Membership Income	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
4050 · Contribution Income					
4055 · Contribution Income Unrestricte	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
4060 · Education Fund Contribution	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
4065 · Youth Scholarship Contributi	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
Total 4050 · Contribution Income	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
4057 · Sponsorship/Grants	\$0.00	\$0.00	\$494.00	\$0.00	<b>\$494.00</b>
4070 · Fees					
4071 · Participant Fees	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
Total 4070 · Fees	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
4200 · Approval & Processing Income					
4210 · ODS Fees	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
Total 4200 · Approval & Processing Income	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
4230 · Award Program Fees					
4231 · Licensed Show Award Plates	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
4235 · Special Awards Sponsorships	\$0.00	\$125.00	\$0.00	\$0.00	<b>\$125.00</b>
4236 · League Show Plates	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
Total 4230 · Award Program Fees	\$0.00	\$125.00	\$0.00	\$0.00	<b>\$125.00</b>
4600 · Miscellaneous Income					
4610 · Board Meeting Related Income	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
4600 · Miscellaneous Income - Other	\$296.00	\$200.00	\$0.00	\$0.00	<b>\$496.00</b>
Total 4600 · Miscellaneous Income	\$296.00	\$200.00	\$0.00	\$0.00	<b>\$496.00</b>
<b>Total Income</b>	<b>\$296.00</b>	<b>\$325.00</b>	<b>\$494.00</b>	<b>\$0.00</b>	<b>\$1,115.00</b>
<b>Gross Profit</b>	<b>\$296.00</b>	<b>\$325.00</b>	<b>\$494.00</b>	<b>\$0.00</b>	<b>\$1,115.00</b>

Expense	Expo (Events)	Fall Meeting/Gala (Events)	Instructor Program (Events)	Retreat (Events)	Total Events
5000 · Membership Expenses					
5010 · Affiliate Dues	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
Total 5000 · Membership Expenses	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
5210 · USD/EF Fees	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
5230 · Awards Program	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
5500 · Event Expenses					
5510 · Cost of Events	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
Total 5500 · Event Expenses	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
5600 · Miscellaneous Expenses	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
5800 · Food/Hospitality					
5802 · F/H-Staff	\$0.00	\$0.00	\$0.00	\$2,958.76	<b>\$2,958.76</b>
Total 5800 · Food/Hospitality	\$0.00	\$0.00	\$0.00	\$2,958.76	<b>\$2,958.76</b>
5850 · Lodging					
5852 · L-Staff	\$0.00	\$0.00	\$0.00	\$235.00	<b>\$235.00</b>
Total 5850 · Lodging	\$0.00	\$0.00	\$0.00	\$235.00	<b>\$235.00</b>
5900 · Travel					
5902 · T-Staff	\$0.00	\$0.00	\$0.00	\$173.00	<b>\$173.00</b>
Total 5900 · Travel	\$0.00	\$0.00	\$0.00	\$173.00	<b>\$173.00</b>
6000 · General & Administrative Exp					
6115 · Payroll fees	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
Total 6000 · General & Administrative Exp	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
6300 · USDF Convention & Meetings Fees	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
6601 · Rentals					
6605 · Mailbox Rent	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
Total 6601 · Rentals	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
6630 · Telephone, Voice Mail, Internet	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
6670 · Printing	\$0.00	\$0.00	\$0.00	\$193.01	<b>\$193.01</b>
6680 · Software/Small Equip purchased	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
6710 · General Office Supplies	\$0.00	\$0.00	\$0.00	\$10.00	<b>\$10.00</b>
6720 · Insurance - D&O	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
6730 · General Insurance	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
6740 · Bank Charges	\$8.17	\$0.00	\$0.00	\$0.00	<b>\$8.17</b>
6790 · Legal & Accounting	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
6800 · Board Meetings	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
6890 · Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
<b>Total Expense</b>	<b>\$8.17</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,569.77</b>	<b>\$3,577.94</b>

	Expo (Events)	Fall Meeting/Gala (Events)	Instructor Program (Events)	Retreat (Events)	<b>Total Events</b>
Net Ordinary Income	\$287.83	\$325.00	\$494.00	-\$3,569.77	<b>-\$2,462.94</b>
Net Income	\$287.83	\$325.00	\$494.00	-\$3,569.77	<b>-\$2,462.94</b>

ODS Show/Event Budget

Activity/Event: ODS Adult Team League Show  
 Location: Devonwood Equestrian Center  
 Date(s): June 1 and 2, 2019  
 Type of Event: **Show**                      Clinic                      Camp                      Other  
 Organizer: Karen Cheeke  
 Email: [president@oregondressage.com](mailto:president@oregondressage.com)                      Phone: 541-740-8837

**Income**

Donations/Chapter Contributions	
Sponsorships (list on separate page)	350
Participant Fees	4500
Stabling	4800
Team Fees	450
Down Centerline fees	120
Merchandise	
Other (Specify)	
Office Fee	875
Dinner	300
<b>Total Income</b>	<b>11395</b>
<b>Total Income</b>	

**Expense**

Judges Fees	700
Travel - Official	
Airfare/Mileage	400
Lodging	250
Food/Meals	100
Secretary	500
Manager	200
Travel - Staff	
Mileage	50
Lodging	150
Food/Meals	100
Supplies	50
Office	50
Printing/Postage	25
Phone	
Furniture/Equipment Rental	
Porta Potties	350
Furniture	100
Ribbons/Awards	850
Competition Dinner	300
Facility Rental	2250
Stabling	3400
ODS Insurance	75
ODS Approval Fees	70
<b>Total Expenses</b>	<b>9970</b>

**Total Gain/Loss**

**1425**

## ODS LEAGUE CHAMPIONSHIP SHOW PROPOSED BUDGET

<b>Per Day Projected Revenue</b>	<b>per each</b>	<b>30 entries - 120 rides</b>	<b>50% Sponsorship</b>
Revenue from entry fees	\$ 30.00	\$ 3,600.00	\$ 3,600.00
Revenue from office fees - 30 entries	\$ 20.00	\$ 500.00	\$ 500.00
Revenue from stabling - 30 stalls		\$ 2,550.00	\$ 2,550.00
Revenue from Down the Centerline Fee	\$ 1.00	\$ 120.00	\$ 120.00
Sponsorships		\$ 4,570.00	\$ 2,285.00
<b>Total Revenue</b>		<b>\$ 11,340.00</b>	<b>\$ 9,055.00</b>
<b>Per Day Projected Expenses</b>			
Insurance - day fee	\$ 51.00	\$ 102.00	\$ 102.00
Insurance - added insured	\$ 25.00	\$ 25.00	\$ 25.00
Insurance - procesing fee	\$ 10.00	\$ 10.00	\$ 10.00
ODS Approval Fee		\$ 70.00	\$ 70.00
ODS Centerline Fee	\$ 1.00	\$ 120.00	\$ 120.00
Show Secretary & Scorer		\$ 500.00	\$ 500.00
Judges		\$ 650.00	\$ 650.00
Accommodations for Judges & Secretary	\$89 x 3	\$ 534.00	\$ 534.00
Meals for Judges & Secretary		\$ 150.00	\$ 150.00
Mileage for Judges & Secretary	\$75 x 3	\$ 225.00	\$ 225.00
Ribbons/Prizes		\$ 1,000.00	\$ 1,000.00
Office Supplies		\$ 500.00	\$ 500.00
Announcer - split with OHC	(\$11 x 16) / 2	\$ 88.00	\$ 88.00
Facility Rental		\$ -	\$ -
Stabling Expense		\$ 2,550.00	\$ 2,550.00
<b>Total Expenses</b>		<b>\$ 6,524.00</b>	<b>\$ 6,524.00</b>
<b>Estimated Profit/Loss</b>		<b>\$ 4,816.00</b>	<b>\$ 2,531.00</b>
Split ODS and Chapters		\$ 2,408.00	\$ 1,265.50
Split for Chapters		\$ 1,204.00	\$ 632.75

Oregon Horse Center  
 90751 Prairie Rd, Eugene  
 541-689-9700

Holiday Inn, Eugene/Springfield-4 Rooms  
 (541) 284-0707  
 919 Kruse Way, Springfield, OR 97477  
 cancel before 8/29/2019

# AWARD BANQUET BUDGET 2019

INCOME					2018	
	Qty		Total	Qty	Total	
Dinners	70	\$ 20.00	\$ 1,400.00	48	\$	910.00
Silent Auction Proceeds			\$ 2,500.00		\$	2,101.00
Award Sponsorships	4.00	25.00	\$ 100.00			
TOTAL			\$ 3,900.00		\$	3,011.00

	Qty	Each	Projection	Actual	Notes
<b>Langdon's Farm</b>					
Hall Rental	1	1000.00	\$ 1,000.00		
Meals	75	33.33	\$ 2,500.00		Min. purchase
Gratuity	1	0.20	\$ 500.00		
Flat Screen TV	1	75.00	\$ 75.00		
Podium w/ microphone	1	50.00	\$ 50.00		
Thank you gifts / Centerpieces			\$ 200.00		
Awards			\$ 400.00		
<b>Copies, etc</b>					
Workmates 541-673-5506	60	0.40	\$ 24.00		
Square Fees			\$ 30.00		
Eventbrite Fees			\$ 36.00		
TOTAL			\$ 4,749.00		
COST PER PERSON	75		\$ 63.32		
<b>BALANCE</b>			\$ (849.00)		

Below is a guesstimate (since this is a first for me/the team since we are no longer in control of our own account – and I was not the primary controller before).

You will see, I have highlighted the items which constitute as more of a loan and some will actually receive profit on top of that. My only concern is if the kids decide to do something special (we have talked about Wellington next spring) and we get into a fundraising mode - then that is another “loan with profits” situation. Not sure how to handle that mid-year – submit an addendum?

Also, I understand that DW will not be hiring us for parking this year – which is what helped the kids afford clinics etc. If you hear of any other opportunities for them, let me know.

### **ODS YOUTH TEAM BUDGET – Expenses only**

- Team Dinners/events – Approx every other month - \$50-\$150 (depends on how many show up)
- Field Trips - \$50-100 (depends on how many show)
- Team clothing - \$1000
- Tack sale booth - \$100 (occasional)
- Summer Solstice show - \$5000
- Clinics/Speakers – \$7000
- Christmas - \$150
- Jr/YR show - \$5000
  - Prizes - \$800
- Dressage Camp - \$22,000 (Not sure this is happening – cannot get a call back from DW)
- Monies earned by team members from DW for working on behalf of ODS - \$1750
  - (can be applied to any sponsored ODS event) – FYI: ODS made \$5 for every hour worked which was over \$500
- Misc items – office supplies, paper, printer ink etc - \$200



## Bylaws/PPM Proposed Changes

April 2019

Bylaws and Policy/Procedure Manual (PPM) assist the organization in maintaining its legal status (non-profit) and providing service to members. Bylaws and PPM also provide consistent, transparent and accountable practice across different years, officers, and members. Bylaws, PPM and website should all reflect the same information supported by available and approved minutes.

Bylaws and PPM were reviewed late 2018 to improve consistency of word usage. Current review resulted in minor changes such as removing word "office", updating references, consistent word use as well as content review requiring Board action. Listed below is the content review requiring Board action with documented research where available or referenced.

1. Bylaw addition to end of Article III: Chapters, Section 5: Chapter Dissolution - Financial records for the 7 years prior to dissolution shall be transferred to the ODS Treasurer within 60 days of dissolution.
2. PPM Addition: P. 16K Chapter Dissolution: Add to end of final paragraph - Financial records for the 7 years prior to dissolution shall be transferred to the ODS Treasurer within 60 days of dissolution.
3. PPM: Chapters VIII – X ( Jr/Yr and High School Lettering Program, 4-H Program, and Chapter Information and Guidance) are empty and have remained under development for multiple years.

Recommendation: Delete Chapters VIII – X from PPM

Rationale: Potentially "good" content that can be added if developed

Note: July 2017 Board meeting a motion was made to remove the 4H program from the PPM. Motion was tabled until Nov 2017 meeting and no further action has resulted.

*Ed would like to add guidelines for high school lettering in dressage to the policy manual as a sub item under Youth Program. Discussion included how Gaye now determines HS lettering and why. Gaye will give Ed the guidelines to be added to the policy manual. Discussion of the Youth Program included 4-H which is not governed by ODS or USDF.*

*Ed proposed that the section referring to 4-H be removed from the ODS policy manual.*

*The motion is tabled until the November 2017 BOD meeting.*

No further action after July 2017 motion – FOLLOW-UP???

4. Forms:

Recommendation A: Remove all forms from PPM until updated.

Rationale: Forms are outdated and do not reflect current practice. Availability of old forms lead to mistakes/misunderstanding - not good service.

Recommendation B: Forms reviewed annually for updating by those who use form/information to maximize use, minimize error, improve processes.

Recommendation C: Identify one or two places where current/updated forms are available

5. Chapter 1, Page 3, Section V.A. Regions and Chapters, North Region: There is no official documentation to support removing LPS and PCT Chapters from PPM or website. PCT is still listed on website, LPS is listed as it's own GMO, not ODS Chapter – information in conflict with PPM.

Recommendation: Need documentation to remove chapters.

6. Chapter 2, page 14 – Connie J Keith grants and adult camps – are these still active? April 2017/Sept 2018 BOD Minutes indicate these are closed.

Problem: 2018 minutes are either unapproved or unapproved/listed as approved or referenced as last minutes mailed to Board approved but no date.

7. Chapter 2, page 14 List of Committees: Number 8 is Publications Committee

Recommendation: Remove Number 8, Publications Committee

Rationale: Formed as Board ad hoc committee 2012, Committee had not been staffed, active as of 2014. Original purpose was to review annual publication of Omnibus, Roster and Test Booklet.

8. Chapter 3, Section 1: Privacy: What is being practiced is very different from what is written – The membership list is available to the general public on the website.

PPM: ODS will not provide its membership lists to any person or organization with the following exceptions:.....carry out programs of ODS; provide to business members. ODS publishes a Membership roster each year for the benefit of its members.

Decision: Rewrite PPM to be consistent with public website posting of membership; keep statement as it is currently and review who needs list and processes for obtaining information.

9. Chapter 3, Section V. ODS Owned Show Omnibus Policy

Recommendation: Documented decision on existence of Omnibus needed

Note: 2/6/16 Minutes: Executive Committee will recommend to Board to discontinue

2/7/16 Minutes: Announcement to Board that Omnibus discontinued as of 1/1/17

1/29/17 Minutes: Discussion on how to produce the Omnibus, volunteers identified

And the final decision is????????? And it is documented where?

10. Chapter 3: Page 5, Section X. Membership Renewal by Phone

Recommendation: Clarify how Board/ODS will be communicating with members – should members be able to renew by phone?

11. Chapter 3, Section XIV. Contracts (established 11/4/11): The Board shall define a policy for executing contracts on behalf of ODS

Recommendation: Refer to Finance Committee for development of policy. Discussion of original motion is in 11/4/11 minutes.

12. Chapters IV (Show and Activity Information), V (Liability Insurance) and Chapter VI (ODS Sponsored Shows) need major review of process and forms.

Recommendation: Place note at beginning of each of these chapters indicating material under review and update with completion date of \_\_\_\_\_. See website for most current information? Questions – contact ?

13. Chapter VII: Awards, Scholarships, Grants

Update for League Plate is waiting pending decision on use of ODS membership number vs. and how to complete forms.

Recommend: Persons involved with forms, process and membership make recommendations

14. Unapproved minutes of Jan. 2018 Board passed motion that no retroactive memberships for any reason will be approved.

If minutes are approved, this will be added to membership.

Note: League Awards Program expanded with explanation on website but none in PPM.

Mary Packard: 4/18/19 Review of Bylaws/PPM for Board

Begin forwarded message:

**From:** Tricia McCormick <[tmccor6110@aol.com](mailto:tmccor6110@aol.com)>

**Date:** April 22, 2019 at 3:55:09 PM PDT

**To:** [karen.mccurdy@icloud.com](mailto:karen.mccurdy@icloud.com)

To Karen and the board,

I think it is probably time for me to express my concerns and frustrations. I am so excited about competing this year. For many reasons, it has been a long time coming. But, I have found it so difficult accessing the information about competitions, it has become almost a negative experience for me. I don't have a computer, only a iPhone and I pad, it has been incredibly difficult finding the information I need to enter shows. I worry I am not the only one, and this could deter people from ever entering at all. It makes me sad that there seems to be a lack of cohesiveness among the group making decisions that will help get ODS to build back the enthusiasm and participation that we need to survive. I really was hoping to participate in the ODS Team league show, but, though I see a "save the date" notation, I have no idea how to get the information to see what the costs might be, and the other details I need to make that decision. I truly want to support ODS, but I am wondering what can be done that will make it worth my time and money. I just want to show. Why is such an important part of this sport so difficult to achieve??? I miss the Omnibus. I know we can't afford it, but our group used to meet every year with our calendars and the omnibus and plan our entire season. We would all prioritize our Summers around shows. I hope things can be figured out so the process is much more user friendly.

Still hangin in but fading fast,

Tricia McCormick