

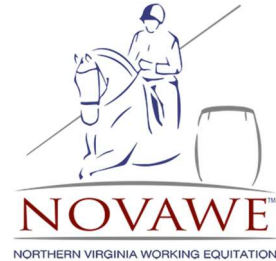
NOVAWE

Board Meeting

12 July 2019 / 5:30 PM / BJs

ATTENDEES

Biddie Lowry, Diane Hutchinson, Laura Guillaudeu



AGENDA

Old Business

1. Correct Minutes from 6-24-19
2. Accomplishments & review Action item status from 6-24-19 meeting (BL)

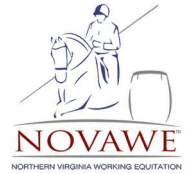
COMPLETE Filed Articles of Incorporation (DH)
Bylaws
Mission Statement

COMPLETE- Banner & Polo Shirts ordered & received (LG)
created novawe.guillaudeu@gmail.com
Created novawe.info@gmail.com.
WORKING: Still learning about the MailChimp Program

COMPLETE Membership form finalized (BL).
Business Member Benefits - decided and approved by the board. Included on Membership form
Dropbox shared account created, but will use only for files that are not sheets, docs, or slides.
Most work will be done in Google Drive.
COMPLETE Private NOVAWE Member's Group FB page created.

3. Tabled Items from 6-24-19 meeting:
Year-End Awards Program - Biddie will continue to work on this. (BL)
Benefits for Partner Shows and Schooling Shows for 2020 (BL/DH)
Newsletter name suggestions are in a file in Google Drive. Please look over and comment. (BL)

New Business



1. Treasury -

- a. COLLECT \$500 Start-up Checks and Founding Board Membership
Checks and copies of DLs to open bank account (done)
- b. Budget- What income do we have or project to have?
- c. Budget -What expenditures? (Website hosting fee \$150, donation to Confederation National Working Equitation Show, facility fee at first playday, insurance, Dressage cones, membership into LCEA .) Please prepare a Treasury Report for the next meeting.
- d. Kathi Watts - Webpage- Clarify what \$150/year includes. Creation of web page template, annual hosting fee. (7/26/19- Paid Kathi Watts for this service. Shell site has been created.)

2. Membership -

- a. Membership Rosters- These should be mailed monthly to the chair of the Confederation's Membership Committee- Seth Marshall. His email is: seth@confederationwe.us. His phone number is: 918-960-1410. Send him info in a spreadsheet - first name, last name, email address.
- b. Mail Chimp - Share email contacts with Laura, work with Kathi Watts to set up, How should we tag?
- c. Welcome letter- example, Membership Matrix developed. Discussion of member cards.
- d. Discuss logo wear pricing. Finalized- Founding Member shirts \$30. To add Logo to private apparel is \$5. (paid to NOVAWE)
- e. Added 7/27/19- Discuss whether to use a 1 shirt or 2 shirt order form.

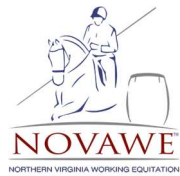
3. Secretary -

- e. Sign & approve Bylaws.(done)

- f. Article V, Section 3 in the ConfWE Bylaws states that a recognized GM is responsible for reporting their activities to the Regional Director each month. Secretary will do this. The Regional Director is Kat Waters. Her email is: kat@confederationwe.us
- g. Add Clifton Horse Society and Nokesville Horse Society to press release list. (added 7/27/19)

4. President -

- a. Documents preservation - Use Google Drive for all photos, docs, sheets, and slides. Anything created in Publisher can be saved on personal drive, but emailed to other board members. (Can also use Dropbox.)



- b. Procedure for hosting a playday at someone farm - (done)

- c. WE Events planned:

- i. NOVAWE Wed- Aug 7, 14, 21.
- ii. Open Schooling at BVS on Aug 18
- iii. Sept 14th - NOVAWE Clinic at BVS

- d. Proposed Fall Events?

- iv. Pony Club Presentation on Sept 7th - need a speaker,
- v. Sept Opening at ATT.
- vi. Playday in Oct - maybe Oct 19th (Halloween theme)
- vii. Change NOVAWE Clinic to NOVAWE schooling show on Nov 9th
- viii. OTHER: Open dates Sept 1, Sept 15 ; Sept 28 (BES Fall JPR next day 9/29)
- ix. Added 7/27/19 - have not heard back from Suzanne about PKing. Both Di and Biddie have contacted her. Next step is to contact Didi Lund. (Biddie)

E. Shall we refer ourselves as Northern Virginia Working Equitation Club or Organization?

ACTION ITEMS-Diane

1. Complete Countdown Posts for FB
2. Create flyer for Biddie to take to PA Show & Timber Dream Clinic (done)

3. Finish Press Releases for News folks & for Horse folks (done)
4. Follow up with Va on Articles of Incorporation Status confirmation so can open a Bank Account (done)
5. Establish Bank (done) & PayPal Accounts once Articles of Incorporations are confirmed
6. Look into Insurance for the club.
7. Add to Obstacle Equipment list in Google Sheets
8. Prepare a Treasury Report for the next meeting. (done)
9. Continue working with Kathi Watts on website.
10. Set up Domain Name. (Hosted by Gallup Web Services) (done)
11. Join LCEA.Membership
12. Gather photos that would be good for website.
13. Create Liability Release Form

ACTION ITEMS-Laura

1. Continue to learn about mail chimp
2. Add to Obstacle Equipment list in Google Sheets
3. Complete Membership record sheet (done)
4. Complete Membership card. (done)
5. Prepare a Membership Report for the next meeting.
6. Help Diane with web page
7. Gather photos that would be good for website.
8. Create Membership Welcome Letter (item added 7/15/19 by BL) (done)

ACTION ITEMS-Biddie

1. Create business contact list and Professional contact list (done)
2. Post Bylaws, Flyer, and Membership Form on NOVAVE Public Group on August 1, 2019
3. Post Countdown Posts that Diane creates. Continue finding photos that will go with these posts.
4. Prepare a proposal at the next board meeting for NOVAVE Committees
5. Continue work on Year End Awards
6. Continue work on possible Partner Show Series
7. Gather photos that would be good for website and Countdown.

Items Added on 7/15 by BL

8. Post Bylaws and Membership Form on FB Member's Group. (done)
9. Create Plan for Playday (done)
10. Create Plan for WE Demo

11. Contact Margaret Good and Elizabeth Coppersmith about Camp Demo on August 14th, Morven Park. (done)