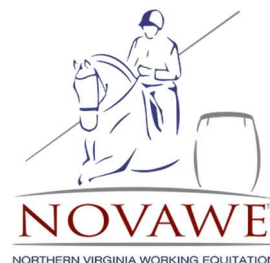


Board Meeting - **MINUTES**

29 August 2019 / 7:30 PM / Public House

ATTENDEES

Biddie Lowry, Diane Hutchinson, Laura Guillaudeu



AGENDA (**MINUTES: All ACTIONS, DECISIONS, REPORTS items in Bold blue.**)

Old Business

1. Accomplishments & review Action item status from 7-27-19 meeting (**BL**)
 - a. Insurance quotes obtained. - Status?
 - b. Liability Release completed.
 - c. Pony Club Demo completed on August 14th.
 - d. Joined LCEA.
 - e. Website published.
 - f. Mail Chimp in use.
 - g. Logo wear process working and ongoing.
 - h. Media Release statement created and will be added to all events.
 - i. Sept 14th Clinic was released and is almost full.
 - j. Save the Date created for Reception at ATT, Oct 19 Halloween Playday, and Nov 9 Schooling Show.
 - k. Confirmed price to use Bella Vita Stables - \$200/day. Confirmed Alli's cost for a clinic - \$100/hour (does not include lunch).

REPORT: Insurance quotes have been around \$1200, expect to receive more in- near future.

ACTION: Also request quote from Equisure as it is the Confederation's Insurer.

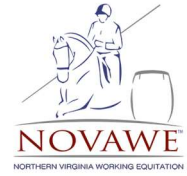
2. Tabled Items from 7-27-19 meeting:
 - a. Year-End Awards Program - Biddie will continue to work on this in October. (**BL**)
 - b. Benefits for Partner Shows and Schooling Shows for 2020: October (**BL/DH**)

c. Newsletter name suggestions: (**BL**) Make a decision tonight

DECISION: Board decided on the name: "The Rounding Post" for our newsletter. We will start by just creating an area on the website as more of a "what's happening" instead of emailing a formal newsletter to membership. Members will be encouraged to contribute, news and articles. It will also present what is going on- more like a social function.

Brainstorm Newsletter titles! Add your ideas in a different color.

	Biddie	Diane	Laura
Hoofbeats			WE Transitions
Bridges			Here WE Go Again
Garrocha			Spear the Ring
Horses over Bridges			The Rounding Post
Equi-News			
The Savvy Slalom			
Xplore Xquitation			
WE Words			
NOVAWE Newsletter			

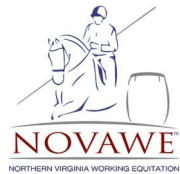


New Business -- Officer and Chair Reports:

1. Treasury -

- a. Report on current status.
- b. Brief report on Fundraiser (On-Line Auction) via Stephanie Jennings.

ACTION: We will target Feb. We will need a chair person to work this with Stephanie (Pro Horse Services). Add this to the Member Meeting Agenda, we will need members working on items to donate for auction.



2. Membership -

- a. Report on current status.

REPORT:: Currently we have 48 members and 5 business members. (48 paid members-BL).

3. Secretary - none

4. President -

a. New Items:

1. Biddie joined Virginia Equestrians.com. It is a web page where you can post events and press releases for free. Account is in Biddie's name.
ACTION: Biddie sent the press release from the VA show to Virginia Equestrians.

B. WE Events- NOVAWE Welcome Members Meeting Sept 28th. Shop 5-6 pm, Meeting 6-7:30pm

- i. Need a Chairman & committee to pull this all together. There have been no volunteers from the membership. **ACTION: The Board will plan the Welcome Members Meeting.**

- ii. Need an agenda for meeting- 3 Board Members will speak.

DECISION: 1st: President Biddie Lowry will introduce Board Members, introduce Business members, state the mission of NOVAWE.

- **Present 2019 schedule, ideas for winter, and 2020 preliminary plans. Also present preliminary plans for October Play Day.**
- **Volunteers: Members please help with one event or be on a committee. being on a committee doesn't tie the member to a year commitment.**

2nd. Diane will give a treasury report, talking about fundraising (On-Line Auction in February) and the website and Marketing efforts.

3rd. Laura will talk about the membership, shirt and logo orders, and membership year. The Founding Membership opportunity ends on November 30th. All current members do not have to renew for 2020.

4th: Biddie will introduce Allison Reed who will speak for 10 min on a WE topic.

5th: Discussion with Q & A opportunity

- iii. Confirm? Alli is giving a WE presentation at Member Meeting? How long? **REPORT: Confirmed by Biddie on 9/6/19**
- iv. Confirm? Pat Brescia will bring Laptop for photo displays and videos to member meeting. Who will send him the media? **REPORT: Pat will play videos and also a still slideshow using pictures he has taken and also that we send him. An account will be set up in Smug Mug so that we can upload videos. He will then put them together for a presentation to be run on a loop.**
- v. Plan food, table decorations, flowers for Adair and Karen? **DECISION: Board will buy 2 nice mums for decorations and then give the mums to Another Turn Tack.**
- vi. Need an invitation by email to members via Mail Chimp and RSVP date of 9/23/19. **ACTION: Laura will create invitation and mail to members via Mail Chimp. We will**

send reminders via FB and the Website and maybe a second email blast (Mail Chimp) closer to the date.

- vii. Will there be a raffle item? Or perhaps it would be better to have Door Prizes? Need raffle tickets.

DECISION: We will use raffle tickets that Diane has and use it for some door prizes. Suggestions: gift certificate for a lessons or a clinic, Voucher for NOVAVE Logo, ????? Must be present to win.

ACTION: Biddie will type up agenda, assign jobs for planning Members' Meeting.

C. Decide on Committees needed for NOVAVE and how many on each committee. Below are the ones being suggested:

1. **Hospitality Committee** - Chairman _____ Number on committee: ____
Function: to plan and coordinate decorations, food and beverage for any NOVAVE event. ~~Could this committee later be in charge of Awards program?~~

DECISION: The name is fine. This committee will not be in charge of Awards.

2. **Financial Committee - Chairman: Diane** , Number on committee: ____ Perhaps a better name for this committee: **DECISION:: Name shall be Fundraiser/Sponsor Relations**

Function: To raise money for the organization that can be used to pay for travel for out of town clinicians and to subsidize schooling shows.

ACTION; Added to functions: To contact sponsors for donations. Items B & C deleted.

~~B. Not sure. Should name be Financial Committee or Fundraising Committee?~~

~~C. Would "Sponsor Relations" be under this committee or under Media one or be a separate committee?~~

3. **Professional Development Committee - Chairman: Allison Reed** Number on committee: **1**
Purpose is to create unmounted events for the education of other professionals on the rules of WE and best practices in teaching WE.

4. ~~Media/Marketing/Publicity Committee~~ Need a better name: **DECISION: Marketing Committee**
- **Chairman: Diane** Number on committee: **4** (Biddie on the committee) Purpose is to promote WE and NOVAWE via various sources- newspapers, FB, Instagram, You-Tube, other organizations with web-pages, create flyers for events, write e-newsletter, and maintain website.

ACTION: Writing an e-newsletter has been tabled for a year. The Rounding Post will be added to the web page. Readers will be able to submit newsworthy items.

5. **Events Committee - Chairman: Biddie** Number on committee: **4**: ~~___~~ 1st: should this committee be subdivided into 2 committees: Events Committee and Show Committee? And should volunteers be under this committee? ~~___~~
- a. Functions: Help with set up and take down of obstacles/dressage arena/ tents at events,
 - b. Assist Biddie Lowry with day of events and possibly some planning of events.
 - c. Obtain volunteers for any NOVAWE event.
 - d. Help propose future events with research about a person or type of event.

DECISION:: this committee will be fluid. Not everyone on the committee has to help in every event. We can also recruit family members. Striked through some items above.

6. Membership Committee - Chairman: Laura, Do you need an assistant?

DECISION: There will be no membership committee at this time.

7. **Youth Development Committee - Chairman: Adair Soho** Number on committee: ~~___~~ Event created for the youth from Lead Line and up. Ages: 4 to ~~___~~.

DECISION: Summary: The following committees have been established for NOVAWE with the Chairman established for the rest of this year and 2020:

Hospitality: Laura Guilaudeu, Chairman

Fundraising/Sponsor Relations: Laura Guilaudeu, Chairman

Professional Development - Allison Reed, Chairman

Marketing: Diane Hutchinson, Chairman

Events: Biddie Lowry, Chairman

Youth Development: Adair Soho, Chairman

- a. PlayDay- every other month
- b. Clinics - the other every other month or more often?
 - i. Normal format with Allison Reed
 - ii. Tarrin Warren - in spring (TBD: Suggestion: two days of small groups instruction (3 riders and/or Private - semi-private lessons)
 - iii. Other clinician possibles
 - 1. Kat Waters (Vermont) - western or dressage, WE
 - 2. Emily Kemp (Wisconsin)- western, WE
 - 3. Megan Malan (NC)- dressage , WE
 - 4. Brendan Wise (MD) Horsemanship/ Dressage
 - 5. Jill Malone (VA) WE Judge, TD, clinician
 - 6. Lydia Taylor (IL)- WE TD, dressage
 - 7. Howard & Erica Peet (IL) Erica is WE United "r" judge, Peetequestrian.com
 - 8. Dressage Trainer in Purcellville w/working equitation experience - Dressage

Ask Adair

DECISION: Goal is to have an outside clinician every quarter, minimum. Possible month for clinic is below:

February - Brendan Wise

April - Tarrin Warren

July or early fall- Kat Waters (later found out Kat is unavailable at those seasons.)

- c. Private or Semi private lessons and/or clinics with locals
 - i. Allison Reed - NOVAWE Wednesdays (possibly twice a month)
 - ii. Stephanie Jennings - western
 - iii. Mike Jennings - cattle (live and Tinkerbell)

D. Other Items

- 1. Can NOVAWE buy lumber and paint for Laura to build jug and bell obstacles?
- 2. Propose that Laura purchase a canopy tent for future NOVAWE events .

3. Biddie investigates cost of microphone/speaker for NOVAWE events.

DECISIONS: Board approves the purchase of lumber, paint, and canopy tent (Diane wants to explore used and/or on clearance/sale) Biddie will look into cost of speaker.

The following items are action items for each Board member to work on during the next month.

ACTION ITEMS-Diane

1. Present Insurance quotes to Board, then Board decides on company.
2. Add to Obstacle Equipment list in Google Sheets **(done by DH 9/6/19)**
3. Submit rule change before Sept 1 to Confederation.**(done by DH 9/1/19)**
4. Create link to Total Equine's web page on our webpage (Business member).. Add a sentence on that page to click on the business icon to go to that page or something like that.
5. Follow up with Pat Brescia about getting video/photos together for Sept Member Meeting.
(working -- need to send smug mug link to team to upload videos/photos)

ACTION ITEMS-Laura

1. Add to Obstacle Equipment list in Google Sheets **(done 9/10/19)**
2. Email recipients of shirts with no Founding Member on sleeve to return clean shirt so this can be fixed. NOVAWE will pay for \$4/sleeve/shirt cost.**(Already completed by Laura.)**
3. Send out email blast to members listing the committees that need to be formed with a link to a Google Form for sign up??

ACTION ITEMS-Biddie

1. Continue work on Year End Awards
2. Continue work on possible Partner Show Series
3. Look at potential Facilities List. Call and find out prices.
4. Also, make a post to Members' Group to see if anyone has an indoor that would be willing to let NOVAWE use it for a reasonable price (or free) -- need ample parking.
5. Contact Tarrin Warren about a Clinic in late March or early April. **(Done by BL. Waiting on Contract.)**
6. Begin work on Nov 9th show. Secure indoor. Order ribbons.
7. Find an assistant to help with Oct 19th playday.
8. Make post on Members' Group that we need a Hospitality Committee and Events Committee volunteers as well as a Chairman for the Hospitality Committee.
9. Create YouTube and Instagram accounts-- assigned to Publicity committee
10. Order notecards and business cards **Done by BL. 9/1/19**

11. Buy orange cooler and paper cups for the next event if approved. **ACTION: Approved by Board.**

Minutes submitted by Biddie Lowry, 9/4/19. Approved.

Approved by Laura Guillaudeu 9/6/19.

Approved and added to by Diane Hutchinson 9/6/19