

NOVAWE

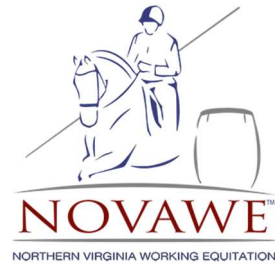
# Board Meeting-**MINUTES**

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14 September 2019 / 1:30 PM / Bella Vita Stables

## ATTENDEES

Biddie Lowry, Diane Hutchinson, Laura Guillaudeu



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

### **Old Business:**

These are the Action Items assigned to each Board Member at the last meeting that have not been previously stated as done in the Minutes from 8/19/19.

## **ACTION ITEMS-Diane**

1. Present Insurance quotes to Board, then Board decides on company. (**Status: got all four quotes back, following up to determine additional costs for adding certificates for new venues/clinicians -- Prices range from \$690-\$2379 but they are not for the same coverages**)
2. 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. (**Done - also added Bella Vita new sign as logo**)
3. 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 -- Diane did go through all the TSRC WE library -- photos and provided them and her own collection to Pat**)
4. Create YouTube and Instagram accounts-- assigned to Marketing committee at last Board Meeting. (**Kristen Mango joined the Marketing Committee and is currently writing the next NOVAWE Web Spotlight Article. Joanne Masterson would like to help, Diane will try and connect with her week of 9/15. Nancy Jean also has experience and has offered to help.**)
5. Diane is to create a Survey Monkey for **a membership questionnaire - this may be a Nov. task.**

## **ACTION ITEMS-Laura**

1. Send out email blast to members listing the committees that need to be formed with a link to a Google Form for sign up. (Biddie will help create the form.)
2. Laura will create the gift certificates for the Member Meeting. **(made generic gift certificates for meeting or use at a later date).**
3. Laura to send out "Reminder" emails through Mailchimp for meeting and to RSVP. **(first reminder email sent 9/15/2019)**

## **ACTION ITEMS-Biddie**

1. Look at potential Facilities List. Call and find out prices. **(9/13/19- Emails sent out to all prospective facilities with indoors.)**
2. 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. **(Done by BL 9/13/19. Will present list from #1&2 items at the next board meeting.)**
3. Begin work on Nov 9th show. Secure indoor. **(Done by BL, Show at BVS, no indoor needed as secured Nov 10th as rain date.)**
4. Order ribbons for show. **(9/13/19- Contact made with 3 companies)**
5. Find an assistant to help with Oct 19th playday. **(Done 9/14/19- Kim Ellis will help.)**
6. Continue work on Year End Awards
7. Continue work on possible Partner Show Series
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.

## **New Business - Officer and Chair Reports:**

1. Treasury-
  - a. Report on Current Status - **Action- DH transferred money from Paypal into our bank account. Currently we have \$5,262.75 in the checking account.**
  - b. **ACTION: Board voted to hold \$1000 in reserve in the checking account.**
  - c. **ACTION: Diane paid Allison Reed \$950 for Sept 14, 2019 clinic and paid all outstanding invoices (except start up expenses still owed to Board)**
  - d. Membership - None
3. Secretary - **Sent Confederation Regional Director Kat Waters Monthly Activity Report for August.**

4. President -

ACTION ITEMS:

- a. Discussion of Members' Meeting on Sept 28, 2019
  - i. Agenda for meeting finalized. **Biddie will type up details and send to Board for approval.**
  - ii. Laura will organize and bring food. **(menu planned, awaiting RSVP total for food quantity)**
  - iii. Biddie will bring a bottle of wine.
  - iv. Diane will bring some wine and talk to Pat Bruscia about the video presentation
  - v. **ACTION: Two door prizes voted on: Gift Certificate for Playday Entry, value \$25 and Gift Certificate for NOVAWE Polo Shirt, value \$30. Diane will bring raffle tickets.**
  - vi. October 19th Playday: **ACTION: Voted to charge \$25 for Members and \$35 for Non-Members. Playday to be held at BVS and we will pay BVS a \$200 facility fee. Members will serve as ground crew, not instructors.**
- b. **NEW:**As members volunteer to serve on committees, add name and start date to column in Membership Matrix. (Biddie did this for ones mentioned in this Board Meeting on 9/15/19.)

Committee Reports

1. Events Committee: Biddie, Chair
  - a. **ACTION: Contract & \$150 deposit to Tarrin Warren for April 4 & 5, 2020 has been mailed to her.**
  - b. At least two other out of town clinicians will be secured for 2020. Biddie will ask Kat Waters and Brandon Wise what their availability is for 2020.
  - c. Biddie will thoroughly read the Patrick King information and try to secure a day of lessons during the week when Patrick is driving through Virginia. At this time, the Board feels like another PK clinic in this area will take from the two yearly clinics that are already being organized for Patrick King in Northern Virginia as it is the same client base.
  - d. **ACTION: Board voted that NOVAWE members will be able to audit any clinic organized by NOVAWE at no charge. Non-members will be assessed a fee. The only exception is if the clinician requires payment for auditors as part of his/her package then our prices will be adjusted.**
  - e. Biddie reports that Michelle McDonald is interested in helping with computer work or admin tasks, so will be put on the Events Committee. Kim Ellis has also been added to this committee.

2. Marketing Committee: Diane, Chairman
  - a. Three volunteers have volunteered to be on this committee: Nancy Jean Wilochka, Joanne Masterston, and Kristin Mango.
  - b. Kristin Mango has interviewed Alli this past week. She will write up a spotlight article on her and give to Diane.
  
3. Hospitality Committee: Laura, Chair
  - a. Dee Mordas and Alli Reed have expressed interest. Laura will contact them to see if they would like to be on this committee.
  
4. Fundraiser/Sponsor Relations: Diane, Chair
  - a. Tarrin Warren agreed to donate a copy of her book, Working Equitation Handbook, for the February Online Auction. (Agreed 9/12/2019)
  - b. Sarah Lynn Richards -- contact 9/15 --requested a portrait
  - c.
  
5. Professional Development Committee: Allison Reed, Chair - no report
  
6. Youth Development Committee: Adair Soho, Chair - no report

Minutes submitted by Biddie Lowry, 9/15/19.