

# NOVAWE BOARD MEETING -AGENDA

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Meeting by Conference Call: Biddie Lowry, Laura Guillaudeu and Diane Hutchinson, Kellie Lawrence, Debbie Meade  
28 March 2020 / 7:00 pm

## Old Business

### 1. Tarrin Warren Clinic –June 4-5

#### a. Propose that we go with the above date

It is unclear if Frying Pan Park (FPP) will be open in June due to Coronavirus closings, but the plan is to go with the June 4-5 dates for the clinic. The assumption is that we will know approximately a month in advance if FPP will be closed or open and then we will take action.

Board discussed when to announce the new show dates and Diane suggested that we wait a few weeks to avoid payments/refunds should we need to cancel. We need to leave time for people to register and we need to find out if they want to change anything like stabling. Biddie will check on Facebook to verify that the show dates have been updated.

#### b. Participants contacted (There are 12 spots available each day). 11 want to hold their spot in the clinic and 1 spot is open.

#### c. When to offer open spots to membership? Perhaps use the Members Only Access feature of the website and Mail Chimp Email?

During the discussions, it was determined that the open spot had already been filled.

### 2. Board voted that the Rated Show would be also licensed by WE United. After getting advice from Jeanne Bond, we need to discuss and vote again.

Biddie stated that she investigated the requirements for a WE United licensed show and it is complicated and would require additional forms, different reporting requirements, etc. She recommended that we not to have the show be a licensed WE United show but requested that the board vote.

**VOTE:** The board voted unanimously not to have the show licensed by WE United.

### 3. Status of Insurance COIs

Diane discussed the process of exchanging insurance and contracts between NOVAWE and clinicians, judges, instructors, and event facilities. Due to the recent rescheduling of activities, some of the contracts need to be resent with new dates.

Diane requested that Debbie take over COI spreadsheet and it was recommended that the board review it monthly.

### 4. Status of Sponsor Package for Rated Show

The package was created in February. Diane will reach out to potential sponsors but plans to wait until April 15th. She mentioned it might be easier to get several small sponsors rather

than a large one. The goal is \$500 which combined with the entry fees will allow NOVAWE to break even.

5. Website- Board Minutes from 2020 need to added to the website/documents page.  
Action for Diane to post the last 2 Board meeting Minutes.

### **New Business**

1. Secretary – Welcome Debbie Meade

Biddie announced that Debbie Meade has joined as NOVAWE secretary.

2. Finance update– Kellie & Diane

Kellie and Diane reported financials.

a. Bank account report

Kellie and Diane reported the checking account and PayPal totals. This does not include some of the refunds that still need to be issued.

b. Clarify purchases as promotion or event (i.e. totes, ribbons)

Discussed the need to differentiate the expenditures for promotions vs. events. Kellie and Laura will work together to disposition the invoices.

c. Insurance payment due- Diane to contact Morris for bill

Diane will follow-up, the bill is due in April.

d. Owe Tarrin deposit for show if we go forth

e. Need to reimburse Tarrin for plane ticket after she makes the change to flight.

Tarrin was asked to wait until 3/29 to change her plane tickets to June and to let us know if there is a change fee (airlines are currently not charging for changed tickets). We plan for her to change her tickets to June.

3. Entry Fees from April 25<sup>th</sup> show- there are 3 different payment status with the entrants: some have paid in full, some have paid with a check, some haven't paid at all. Need to decide whether to hold funds or refund.

**VOTE: All entrants that paid would receive a refund if paid by PayPal and checks either shredded or returned.**

Action: Biddie will send an email asking entrants if they want checks torn up or returned. She will also inform entrants that the ones that paid via PayPal will receive a full refund. Once email has been sent to entrants, Kellie will issue refunds.

4. Postponement of Sarah Drew Clinic- Nancy Wilochka will contact Fairfax County about refund of our deposit or holding it for another date.

This is postponed indefinitely. Deposit was \$50 and will be difficult to get reimbursed due to Fairfax County parks closure.

5. June 6-7<sup>th</sup> Rated Show: prize list is ready once proofed.

Debbie and Laura took an action to proof the prize list. Once it is proofed, Biddie will make updates and create a PDF. Diane will post to web site.

a) Change Opening Day from April 1st to April 15<sup>th</sup>- so we can reassess virus situation.

Could possibly use the Members Only Access Mail Chimp email to open registration?

Discussed that the prize list will be posted to members only for them to download but they can't send in their registration until the opening date of April 15th. Laura will write the email on April 1 that Biddie will send to members.

b) I propose limiting entries to 25 so there is time for the Just 4 Fun Show Sat afternoon.

Initially discussed limiting to 25 riders due to logistics/time constraints but Biddie rechecked previous plans and had determined that allowing 30 riders is feasible without making the show too long.

c) Tarrin Warren agreed to judge the Trail Classes. Stephanie Jennings agreed to design the Trail Class courses.

d) Other discussion about Rated Show-

Brief discussion about possibly having a private farm as a backup venue to FPP and that the board may want to investigate this option.

6. Anything else?

No other topics were discussed.

Meeting was adjourned by Biddie at 8:03 PM.

### **Action Items**

1. Biddie will check Facebook to verify that the dates have been updated for June show
2. Diane to post the last 2 board meeting meetings on the website
3. Kellie and Laura will work together to disposition promotion/event transactions
4. Diane will contact Morris for insurance bill which is due in April
5. Diane to transition COI spreadsheet to Debbie
6. Diane will reach out to sponsors in the next few weeks
7. April 25<sup>th</sup> show refunds
  - a. Biddie to send email informing entrants of April 25<sup>th</sup> show that refunds will be issued if paid by PayPal, checks submitted will be shredded if not heard from in two days, and the two that did not pay-no action needed.
  - b. Kellie will issue refunds for the April 25<sup>th</sup> show once hear from Biddie that email to entrants was sent.
8. June Prize List

- a. Debbie and Laura to proof June Show Prize List
  - b. Biddie will update June Show Prize List based on review feedback
  - c. Diane will post the prize list to the Members' Only section.
9. June Rated Show & Mail Chimp & Website
- a. Laura will update Mail Chimp email that will be sent to NOVAVE members about the Members' Only Section to include using that feature to get the Prize List for the Rated Show.
  - b. Biddie will review the above Mail Chimp email.
  - c. Laura will send out Mail Chimp email on April 14<sup>th</sup> since opening day is April 15<sup>th</sup>.
  - d. Biddie will post prize list to show to FB world on April 15<sup>th</sup>.
  - e. Diane will post prize list on main website, open to public on April 15<sup>th</sup>.

**Addendum to the Minutes- by Biddie Lowry 3/31/2020**

On March 30, 2020, Governor Northam of Virginia issued Executive Order #53 ordering a stay at home order due to Novel Coronavirus in effect until June 10, 2020. Due to this order, the NOVAVE Board voted to cancel both the Tarrin Warren clinic and the B-Rated WE Show planned for June 4-7, 2020.

- a) Diane will send Tarrin an email informing her of the cancellation.
- b) Biddie will post announcement on Facebook.
- c) Participants in the clinic will receive a full refund.
- d) Mail Chimp email about Members Only site will not be sent at this time.
- e) Biddie will update the Action List to reflect these changes.
- f) Need to consider sending out a Mail Chimp email to membership to let them know of these changes since not all use Facebook.
- g) Diane will contact Frying Pan Farm Park about contract with them for June and getting a refund for our \$1000 (with cc to Debbie Meade).