

NOVAWE BOARD MEETING -AGENDA

Meeting by Zoom Conference Call: Biddie Lowry, Laura Guillaudeu, Diane Hutchinson, Kellie Lawrence, and Debbie Meade
30 April 2020 / 7 pm

Welcome

By unanimous vote of the original Board, Kellie Lawrence and Debbie Meade have been added as Board Members of Northern Virginia Working Equitation (NOVAWE). Welcome!!

The Board welcomed the two new members and requested that they create a NOVAWE Gmail account.

Old Business

1. Action Items not marked complete on document, "NOVAWE Action Item List_2020" that were in last month's Board Meeting Minutes:

- a. Payment for insurance bill to Morris for insurance bill (due in April)

Diana confirmed that this was paid in April

- b. Laura built the pedestal table and bell obstacle. What is the status of reimbursement?

The debit card was used for payment, receipt will be sent to Kellie

- c. Diane to transition COI spreadsheet to Debbie- Has this been done?

Diane will transition COI spreadsheet to Debbie in May

- d. Reminder to Board members to check the Action List document and update when action items completed.

For upcoming meetings, Debbie will include in the "Old Business" portion of the agenda the open action items.

2. What is the date for the submission of the monthly report to our Regional Director (RD)?

Diane stated that they are due by the 10th of the month. The March report was sent to Adair via email by Debbie on April 10th. Biddie stated that she could not tell if the NOVAWE monthly reports are being sent to the Confederation or that they just weren't reported at the Confederation Board Meeting.

3. Current plans for May-June (contingent on VA opening back up from Mandated Stay at Home Orders):

- a. May 27- Playday at Jennings Performance Horses -Do we want to send volunteers or not? Stephanie said that she can hold this playday without it being a NOVAWE event.

The Board decided to wait a week before making a decision on whether to make the Playday at Jennings Performance Horses a NOVAWE event and send volunteers.

- b. Jun 10- Magnolia EOH Schooling Show

- c. Jun 13 – AOPF Schooling Show

- d. Jun 20 – Playdays at Magnolia and Jennings Performance Horses

- e. Jun 24 – Beaux Reves Schooling Show

4. Plans for Kat Waters Clinic (July 18-19) will start next week.

Biddie will verify that Kat still plans to come. The Board discussed whether to make this a 1 or 2 day clinic. For logistics and cost reasons, it was decided to use the format of two one-day clinics so stabling will not be secured.

New Business

1. Treasury Report– Kellie

Kellie reported that the bank balance is \$4588.18, PayPal balance is \$9.85, and a \$1300 refund is due from Frying Pan Park. It was discussed that we need to submit Form 990-N Electronic Filing System (e-Postcard) by May 15th.

2. Membership Report - Laura

Laura reported that there are currently 108 NOVAWE members and 8 Business members.

3. Events- Biddie

a. NOVAWE has planned a Virtual EOH Show for NOVAWE membership only for the week of May 18-May 24, 2020. There will be 2 divisions, Level 1 and Level 2. I would like to offer the NOVAWE tote as 1st place prize and a \$10 gift certificate off a 2020 NOVAWE event as 2nd place prize. Placings of 1st – 6th will be recognized.

Since the value of these four prizes are more than \$25, Biddie makes the motion:

*To use two NOVAWE totes as 1st place prizes and create two \$10 gift certificates as 2nd place prizes for the Virtual EOH Trial.

For the Virtual EOH Show, the Board discussed and voted on offering scholarships for those who were having financial issues due to COVID-19. The scholarships would be a \$25 value, and it was discussed and voted on that we should limit the number to 5. The Board also discussed and voted on prizes and agreed with above proposal of prizes. Laura will make the gift certificates and will add an expiration date. The Board also discussed that we need a method to keep track of the gift certificates (who received them, the expiration date, and how they will be used for payment).

VOTE: The board voted unanimously to move ahead with the Virtual EOH Show

VOTE: The board voted unanimously to limit the number of scholarships to 5.

VOTE: The Board voted unanimously in favor of Biddie's motion on 1st and 2nd place prizes (denoted by * above)

b. Also connected to the Virtual Event will be two other opportunities to our membership: private haul in lessons with Stephanie and evaluation of videotaped ride by Allison Reed with prescription of exercises to improve ride.

Allison Reed has not yet confirmed her availability to evaluate and provide feedback to videotaped rides. Biddie mentioned that Alli will make a decision after the weekend of May 2-3. The Board discussed that these opportunities will be mentioned on Facebook for NOVAWE members only and on the private Virtual EOH Trial group page.

c. Other Plans for May & June-what can we do to promote NOVAWE on Facebook? Brainstorm ideas.

- a. Paper Towel Challenge
- b. Question of a week
- c. Obstacles with Toilet paper-
- d. What else?

Biddie and Diane will video a toilet paper challenge on Saturday May 2nd which will include the NOVAVE bear and post it on Facebook. It was also discussed that a Question of the week could be posted on the Facebook members group to find out about obstacles that challenge them, what they are currently working on, etc.

d. Year End Awards – Riders need 3 Dressage and 3 EOH scores to qualify for Year-End Awards
Our Sept 5th show is currently an EOH show.

Barb has only 1 full show now- Aug 1. She has a show on Oct 17- not sure if that is Rated or Schooling at this point.

AOPF has 2 full shows- June 13 & July 25

Beaux Reves has 4 dressage only shows

Do we want to change the NOVAVE Fall Fun Fest to a full show to provide another opportunity for riders to get scores?

The Board discussed making the September show a full show and decided to keep the NOVAVE Fall Fun Fest a fun event instead of a show. The Board will revisit this decision as the COVID-19 situation evolves.

4. Administration- Biddie

NOVAVE Bylaws need to be updated. Biddie proposes that Debbie and Diane work on revisions listed below. After bylaws are updated, present draft to Board to vote on acceptance at the next meeting. This will become **Version 2.0 May X, 2020**. Any other revisions needed?

- a. Article 3: Members – Change “c” to Individual, Family, Youth, and Social Members
- b. Article 3.1.1.1 Officers -Change Treasurer and Secretary to be separate Officers. Remove “at a minimum” or leave this?
- c. Articles 3.1.2-3.1.4 describe member categories. Need to add Article 3.1.5 as Youth Membership and add Article 3.1.6 as Social Membership and then describe each.
- d. In Article 3.2, need to **insert** Youth and Social to list of those who cannot take legal action towards.
- e. Article 5- is about the Initial Board and Officers. Does this section need to be rewritten completely or make Initial Board and Officers as Article 5.1 and Current Board and Officers as Article 5.2? The duties and responsibilities of the 5 Officers need to be listed as separate Board Positions. Diane’s Board Position can be changed to Vice President/Marketing.
- f. Add place for Debbie and Kellie to sign at the end of the document.
Biddie makes the motion:
*Diane and Debbie will revise the Bylaws concerning membership types and new officers and present the new version to the Board at the next meeting.

The Board discussed updating the bylaws which will be done by Diane and Debbie and presented at the next meeting.

VOTE: The board voted unanimously to revise the Bylaws.

5. Anything else?

The Board discussed the logistics of providing advanced notification of events to the Members and the viability of using the Members Only section of the website for advanced notification. The Board is also considering not doing advanced notification in 2021 but more discussion is needed.

Meeting was adjourned by Biddie at 7:49 PM.

Action Items

1. New board members Kellie and Debbie need to setup NOVAWE Gmail accounts
2. Debbie will update future NOVAWE meeting agendas with the open action items from the tracking document
3. Kellie needs to submit Form 990-N Electronic Filing System (e-Postcard) by May 15th
4. Biddie will verify that Kat Waters still plans to come for July clinic
5. Diane and Debbie will work on updating the bylaws
6. Laura will check for errors on the form that was created for the May NOVAWE Virtual Event and post it to the Members only web site