

NOVAWE BOARD MEETING -AGENDA

Meeting by Zoom Conference Call

Members Present: Laura Guillaudeu, Diane Hutchinson, Kellie Lawrence, Biddie Lowry, and Debbie Meade

Members absent: Kellie Lawrence

18 June 2020 / 7 pm

Welcome and Any Tech Issues

Old Business

NOTE: After a Board Meeting, the Secretary should add all Action Items to the Action Item document. (Dropbox>NOVAWE Shared>Action Item Lists> NOVAWE Action Item List_2020). When an Action has been completed, the person responsible needs to mark the date completed on the Action Item Doc.

Action Items from the last board meeting-Status of these items:

a. Form 990-N submitted by Kellie to IRS

This was filed the first week of May

b. Bylaws update

Diane is currently updating the bylaws. For maintenance purposes, she will remove the names from the bylaws.

c. Contract with Claddagh Farm for clinic

Diane created a template, Biddie will review, Debbie will send to Claddagh Farm. Debbie will work on contract with Kimberly da Silva and Almeda Farms next.

d. COI with Allison Reed

Debbie requested COI via email from Alli on 6/17/20

New Business

1. Treasurer Report – Kellie

Kellie was unable to attend the meeting. She will email the treasurer report.

2. Membership Report – Laura

Laura reported that there are 108 members and 8 business members. Laura also mentioned that we need to decide when to start the campaign for renewals which are due in the beginning of December. Renewals will be done electronically. A marketing campaign for renewing membership will be discussed at the next board meeting.

3. Secretary Report – Debbie

Diane conducted training COI/Contracts training session with Debbie on 6/13/20 and is working with her on COIs and contracts needed for upcoming events. After the training, Debbie sent COI requests to: Stephanie Jennings, Magnolia Equestrian, and Allison Reed. In addition to COI/Contracts, Debbie will also add new actions to the action item document for NOVAWE.

4. Marketing/Publicity Report – Diane

a. Rounding Post – status

Diane will contact Joanne Masterson about writing the Rounding Post. It will also include upcoming events, the merge with the Confederation, and show results.

b. Spotlight Articles for website: All business members have been spotlighted on the website, but Diane plans to do another spotlight article for Another Turn Tack.

b. Sponsor Tri-State JPR

NOVAWE wants to sponsor the Tri-State JPR on 8/8/20. NOVAWE will supply a banner, handout/goodie bags, and a monetary donation. Motion to sponsor the Tri-State JPR made by Diane Hutchinson, seconded by Biddie Lowry.

VOTE: Board voted to contribute \$100 as well as display the banner and take goodie bags for riders.

c. Camp Highroad NOVAWE Trail Ride

Diane originally proposed this activity due to the limited number of shows/clinics due to COVID-19 but this is no longer the case with upcoming shows/clinics. NOVAWE will not pursue this trail ride at this time.

5. Events Report – Biddie

a. NOVAWE Virtual EOH Trial was a success! We had a small number of entries, but Stephanie Jennings with Professional Horse Services was fantastic. Did anyone write Stephanie a thank you note?

Laura will write a thank you note to Stephanie.

b. NOVAWE is hosting a WE Clinic with Allison Reed at Claddagh Farm on July 18, 2020. Advanced notification to members went out 6.14.20 and to the public on 6.17.20.

Board discussed having 3 volunteers: registration, ground, and an extra.

- 1) We must feed volunteers and the Clinician. Need to decide whether to provide a box lunch or ask them to bring their own lunch and then give them a Panera Bread gift card. If we go with the gift card, we need to vote on this.

VOTE: Board voted to supply \$15 gift cards to volunteers from Panera Bread.

- 2) Do we need official Covid-19 protocols published, or just use common sense?

Board decided to use common sense instead of establishing a COVID-19 protocol.

Laura will investigate getting t-shirts at a bulk rate for show volunteers targeting the 9/5/20 show.

c. Year End Awards

Because of so many cancellations, there are now only 3 full schooling shows and 4 dressage schooling shows left on the calendar. The Year End Awards Program requires 3 Dressage and 3 EOH scores. I would like to make a motion: NOVAWE extends the Year End Awards Program to include the years 2020 and 2021 due to the Coronavirus Pandemic.

The board discussed extending the year end awards to 2021 due to the low number of shows. This is consistent with what the Confederation is doing.

VOTE: Board voted yes to extend the Year Ends Awards to include 2020 and 2021.

d. The NOVAWE Schooling Show on Sept 5, 2020 opens on July 15, 2020. The planning of this event will commence this month, using the event committee as a resource.

Meeting was adjourned by Biddie at 7:36 PM.

Action Items

1. Laura will investigate getting t-shirts at a bulk rate for volunteers