

Minutes from NOVAWE Board Meeting 6-24-19

Corrections and amending by DH: 6/25/19

Approved and edited spelling by BL 7/6/19

Corrections after board meeting by BL 7/15/19

Board Members present-Laura Guillaudeu, Diane Hutchinson, & Biddie Lowry

1. Mission Statement – Agreed to make this shorter. Diane will rewrite.
2. Articles of Incorporation and Bylaws –
 - a. It was agreed that Diane will separate these and create two separate documents.
 - b. The Articles of Incorporation are mostly for the state of Virginia and the Bylaws are to govern NOVAWE.

Business Organization –

- a. Agreed on having 3 board members/officers right now as listed in Article 3, section 3.1.1.1.
- b. Each board member will read the document “Articles of Incorporation” and discuss later.
- c. Agreed that any money spent for NOVAWE over \$25 requires unanimous approval of the board.
3. Founding Board Members – Right now, that will be the 3 of us. It was decided that as Founding Board Members, we have the right to always be on the Board even when no longer an officer.
4. Officers -Each agreed to put in \$500 as start up for the organization. Hopefully, that will be returned, but is not promised.
 - a. Biddie Lowry, President – In addition to the duties listed in Article 5, President will be the Confederation for Working Equitation (ConfWE) representative.
 - b. Diane Hutchinson, Vice President/Secretary – duties as listed in Article 5. In addition, the VP/Secretary will be responsible for reporting NOVAWE’s activities each month to the regional director of the ConfWE.
 - c. Laura Guillaudeu, Vice President/Membership – duties as listed in Article 5
5. Membership
 - a. Individual Membership = \$40
 - b. Family Membership = \$70 (limited to 4 family members)
 - c. Business Membership – tabled for now (later decided on \$100)
 - d. Membership year runs from December 1 to November 30
 - e. Agreed to a “Soft Launch” for August 1st for the initial “Founding Member Advanced Membership”. The invitation to join will go to 20 people with 5 alternates selected. This is to give those people that are going to the Virginia Classic in August a chance to be representatives of NOVAWE at that show.
 - f. The main launch will be August 1, 2019 (Correction)
6. Business Member Benefits
 - a. Did not decide on member fee.

- b. Business members could put their info on our table at the LCEA Expo in the spring.
 - c. Discussion Tabled until next meeting.
7. Benefits of being a “Founding Member”
- a. Be a representative for NOVAWE at the Virginia Classic WE Show in August.
 - b. Be able to order a shirt and/or saddle pad with NOVAWE logo.
 - c. Agreed that the words, “Founding Member” be on the initial 20 shirts. (Or however many founding members we recruit.)
 - d. For the normal yearly membership fee of \$40, receive membership for 16 months: August 1, 2019 to November 30, 2020.
8. We discussed the Benefits of being a member of NOVAWE:
- a. Group Member of the ConfWE
 - b. Advanced notification of NOVAWE events via email and NOVAWE FB Private Group
 - c. Receive e-newsletter (needs catchy name)
 - d. Have learning opportunities in WE such as scribing, scoring, etc.
 - e. Free auditing to most WE events
 - f. Representation at the State, Regional, and National levels
 - g. Participation in Year End Awards

Action Items:

Everyone:

- October Playday – think about location, date, fun things to do!
- Brainstorm catchy name for e-newsletter
- Read over Articles of Incorporation and Bylaws
- Think about our relationship with Alli and continue to support her and grow not only her business base but NOVAWE.

Biddie –

1. Work on Membership hard copy form
2. Find out what are the group member benefits are in the ConfWE besides not having to pay a non-member fee at a rated show.
3. Find out from ConfWE when & how to turn in membership roster for 2020.
4. Create shared Dropbox Account for NOVAWE
5. Move NOVAWE files into shared Dropbox Account
6. See if Membership Form can be put into a NOVAWE “My drive” linked to that email address.
7. Create Private FB Group for NOVAWE Group Member Organization.
8. Show Laura how to use Google Forms.
9. Send Diane & Laura list of 20 possible Founding Members + 5 alternates
10. Get Diane a Confederation POC for monthly updates. Region 6 Director is Kat Waters, kat@confederaionwe.us

Laura –

1. Look into getting a banner made
2. Get prices for ordering shirts and saddle pads with the logo. And/or only first 10 with Founding members. (Shouldn't that be 20?) BL6-25-19
3. Create a NOVAWE gmail account. It should follow the same pattern as the other two officers: novawe.lguillandeu@gmail.com
4. Learn about the "Mail Chimp" program
5. Maybe swing by the Belle Reeves open house Saturday if you have time or some other time.

Diane –

1. Separate Articles of Incorporation and Bylaws
2. Rewrite Mission Statement
3. Rewrite top of Membership Form
4. Upon approval of the board, submit Articles of Incorporation for \$75.
5. Diane will eventually open an account with United Bank for NOVAWE.
6. Eventually open a PayPal account for NOVAWE.
7. NOVAWE will Join LCEA (Loudoun County Equine Alliance . This will give us a table at the expo in the spring.
8. Reach out to Beaux Reves (she emailed me this morning as TSRC Web Master) I will post her event but explain to her about the JPR conflict and just set the stage with her for "more dialogue."

Tabled for now:

1. Year-End Awards Program – Note: Suggested to find a way of giving points to Trials, not total show
2. Business Member Benefits
3. Benefits for Partner Shows
4. Plans for Schooling Shows for 2020

Minutes submitted by Biddie Lowry

6/24/19

7/15/19- Final Corrections made at board meeting (7-11-19) and all board members signed the minutes.