

# NOVAWE BOARD MEETING -AGENDA

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## Meeting by Zoom Conference Call

**Board of Directors: Laura Guillaudeu, Diane Hutchinson, Kellie Lawrence, Biddie Lowry, Debbie Meade**  
**25 September 2020 / 7:30**

Biddie welcomed the Board members and started the meeting at 7:31

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.

### 1. T-shirt Report – Laura

The T-shirt order is on hold while pricing is being investigated.

### 2. Events since June 2020 Meeting- both were attended well. Financial Reports of each event will be under New Business

- a. NOVAWE Clinic with Allison Reed at Claddagh Farm with 15 riders – 7/18/20
- b. NOVAWE Schooling WE Show at Almeda Farm-18 riders signed up – 9/5/20

NOVAWE made a profit on both shows. Kelli will provide a summary.

## New Business

### 1. BylawsNOVAWE\_v2 – Diane

#### Discussion and motion to accept

The Bylaws were adjusted for the merge, new officers were added to appendix A, and membership was updated for youth and social memberships. Diane motioned to ratify the Bylaws.

**VOTE: Board voted yes to accept the updated Bylaws**

### 2. Affiliate Organization (AO)- Biddie

The Confederation for Working Equitation has merged with WE United to form a national organization named USA Working Equitation (USAWE). The cost of becoming an AO is \$30 for 2021 and \$50 in 2022. At the end of 2021, all individual members of USAWE will have the option to give \$5 of their membership fee to an AO of their choice or to USAWE to support educational initiatives. Bulleted list of all the features of the AO sent to Board prior to this meeting.

NOVAWE would like to encourage members to join the national organization by offering a discount to their NOVAWE membership.

#### Discussion and motion to become an AO of USAWE.

The Board did not vote on this because this is already part of the updated bylaws which were accepted.

### 3. Regular Board Meeting Date Proposal- Biddie

- a. Propose establishing meeting date of 2<sup>nd</sup> Thursday in each month. Open to other dates.
- b. If meeting is not needed, then notification would be sent out a week in advance.

The Board agreed that a recurring meeting would be helpful so that the day/time is reserved in advance. The 2<sup>nd</sup> Monday of the month was determined to be the best day for the majority of the Board members.

#### 4. Membership Report – Laura & Biddie

##### a. Current stats

Laura reported that there are currently 114 members, 2 youth, 1 social, and 8 business members.

##### b. Yearly Membership Fees for NOVAWE

- 1) Background: USAWE Individual membership is \$30 for 2021 and \$45 for 2022.
- 2) 2020 Membership NOVAWE Membership Fees: Individual \$40, Family \$70, Youth \$30, Business \$100, Social \$20
  - a) Consider lower NOVAWE individual membership fee if person is also member of USAWE, consider Youth being free
  - b) Any other changes needed

There were a few new members who have joined recently. The Board discussed grandfathering them in if they join October 1 or later since December 1 starts the new year. For those who have joined in September, Laura will reach out to them to make them aware of the membership year and to see if they want to use their payment for 2021. Discussed the options for membership fees. Decided to keep them the same as last year but give a \$10 discount for members that join USAWE (so individual membership will remain \$40 but will be \$30 if they join USAWE). One other exception is that the Youth fee for 2021 will be \$10.

c. Need the membership form updated for 2021 and brought back to Board for approval. (forms are found in NOVAWE Shared>Publicity>Membership Forms>2020 Forms) Approval can be done by email vote. Laura will update the membership form and flyer. Payment options will be PayPal or check.

#### 5. Treasurer Report – Kellie & Biddie

- a. Financial Report for Clinic at Claddagh Farm
- b. Financial Report for Schooling Show at Alameda Farm
- c. Overall Financial Report

Kellie still needs expenses from recent clinic and show. Once she receives those, she will provide an overall financial report. Currently there is \$6921.57 in the bank account.

- d. Discussion and motion to refund \$500 initial contribution to each Founding NOVAWE Board Member: Biddie Lowry, Diane Hutchinson, and Laura Guillaudeu.

**VOTE: Board voted yes to refund the \$500 contribution by initial Board Members.**

#### 6. Secretary Report – Debbie

The Frying Pan Farm Park COI and agreement paperwork along with the deposit are underway. The NOVAWE COI expires on 10/4/20. Check for the security deposit of \$150 was requested.

#### 7. Marketing/Publicity Report – Diane

- a. Rounding Post – status
- b. Spotlight Articles for website
- c. Membership Drive for 2021
- d. Promotion for Region 6 candidates- Kimberley Hillyer & Kat Waters

Discussed promoting NOVAWE member Kimberly Hillyer for the USAWE Board.

#### 8. Events Report – Biddie

##### A. Upcoming 2020 Events:

- a. NOVAWE Fall Fun Show – October 24, 2020 at Frying Pan Farm Park
  - 1) Organizers are Kim Ellis and Jess Williamson
  - 2) Did anyone receive communication from FFPF with a contract?
  - 3) If you can volunteer, contact Melissa Smith, Volunteer Coordinator

The FFPF paperwork is underway which was mentioned in the Secretary Report.

- b. NOVAWE Clinic with To-Be-Named Clinician – November 7-8, 2020
  - 1) Blue Top Stables is a possible location, waiting to hear final decision from owner, Robin Lancaster

Blue Top Stables is confirmed.

- 2) Contact Kat Waters for 2 day clinic, if not, then Alli Reed for 1 day clinic

The Board noted that Kat Waters already has a deposit from NOVAWE and we have her updated contract.

- c. AQHA Pre Turkey Show at FFPF-Nov 20-22, 2020. Our NOVAWE member, Leslie Painter is looking for volunteers for this show. Propose that we send a message to all members about volunteering. Some NOVAWE members will be attending a clinic with Nicole Price on Nov 21-22, 2020.

This information will be posted in the members group by Diane.

#### B. Upcoming 2021 Events – Decide whether to put on the calendar and how often.

- a. Fix-it-test WE Dressage
- b. Fix-It-Test EOH
- c. Fundraiser – Needed? JPR? Other?
- d. Fall Fun Show
- e. Horsemanship Clinic – Suzanne Liscouski, Sarah Drew
- f. Playdays- Encourage members to host, perhaps we have one at public park
- g. Rated USAWE Show- not recommend for 2021 with Covid still around (This could be changed if ERAHC does not hold any shows in Virginia or PA.)
- h. Schooling Shows-recommend hosting two shows
- i. Virtual Events –
- j. WE Clinics – local instructor
- k. WE Clinics – out of town instructor -maybe by summer, depending on Covid

Discussed doing partner shows in 2021. Also discussed the options of doing a full show vs. just EOH. Discussed tabling some of the discussions about fundraisers until January. Discussed hosting two shows, one in the spring and one in the fall. Possible locations are FFPF and Morven Park. Also discussed sponsoring 1 or 2 clinics, one early in the season and another in the summer. Also discussed possibly adding a social event.

#### 9. Any other business?

Meeting was adjourned by Biddie at 9:23 PM.

#### Action Items

1. Kellie will provide a summary of expenses from July NOVAWE clinic and September NOVAWE schooling show
2. Laura will contact new members to see if they want to use their payment for 2021 membership instead of 2020.
3. Diane will post information about AQHA Pre Turkey Show at FFPF in the members area.

4. Laura & Biddie will update membership forms for 2021. These do not need Board approval as stated in the agenda.
5. Diane will finish up the Fall Rounding Post and send to our entire email list.
6. Biddie will finalize clinician for Nov 8, 2020 clinic at Blue Top Stables.