

# 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**

**9 November 2020 / 7:00**

Welcome and Any Tech Issues

Biddie welcomed the Board members and started the meeting at 7:12 after a few issues with Zoom.

## Old Business

1. Summary of Expenses from July 18, 2020 Clinic at Claddagh Farm with Allison Reed and Sept 5, 2020 Show at Almeda Farm- was this emailed to Board?

Kellie stated that the summary of expenses for these shows is in the Dropbox folder and that both shows yielded a profit: July \$186.64 and September \$390.04. We discussed the projected financial balance for November is about \$5,070.

2. Media mention of volunteers for AQHA Pre-Turkey Show at FFPF in Members area- Did anyone receive contact from organizer about volunteers?

NOVAWE reached out to the AQHA Pre-Turkey Show volunteer coordinator to see if they needed volunteers but did not receive a response. It was determined that they probably don't need volunteers and we will not pursue following up. (Update: AQHA show cancelled.)

3. 11-8-20 Clinic with Melissa Smith at Blue Top Farm

Seven participants attended in two sessions. Melissa will be a great resource for beginner clinics and plan on using her again. Blue Top Farm is a facility worth using again as well. Rough estimate of profit is \$60.00 (which equaled the \$60 scratch).

Biddie stated that for future events with Blue Top Farm, we will most likely go with an hourly rate to make sure we at least break even.

4. Membership Forms -paper and online are finished. Updated Trifold is completed. New membership welcome letters completed. Website has been updated.

5. Approval of minutes from Sept 25, 2020. (Then post on website.)

**VOTE: Board voted to approve.**

Diane will post on website.

## New Business

### 1. Volunteers- (Biddie) – Location of Information

The location of the information about volunteers and their jobs as well as thank you notes have been in several sheets and several forms. Starting with the Fun Show, the events are now listed in columns to the far right of the Individual & Family Members sheet in our Membership Matrix.

The Volunteer Coordinator as well as Board Members can see who is doing what and whether a thank you note has been written. Coggins are now on this sheet as well.

NOVAWE Founding Individual & Family Members December 1, 2020 - November 2021													
Email contact	Last Name	First Name	Successfully joined Members Only FB Group.	Committee Volunteer & Start Date	NOVAWE Liability Release signed for 2020	Date of Current Coggins	Name of Horse that matches this Coggins	Additional Donations	Thank you note for additional donation sent on:	Fall Fun Show 10-24-20-job	Date of Thx u for Fall Fun Show	Clinic 11-8-20-job	Date of Thx u -Clinic 11-8-20
bootsbaldini@gmail.com	Baldini	Sarah "Boots"	yes		yes								

Thank you notes for the volunteers for the Fall Fun Show have not been written. Gifts were given to the two organizers and the Volunteer Coordinator for their time.

Discussion:

a. Since Volunteers are fed and given a small gift, do we still need to write a personal note or will an email be sufficient?

**Thank you notes can be put into the gift bags. Personal notes should be written if the person has done something above and beyond.**

b. Should we ask Mills if she will be the Volunteer Coordinator for another year or ask someone else to be the Volunteer Coordinator for 2021?

**Yes, Mills will be asked to see if she is interested.**

## 2. Membership Report -Laura

a. Current Stats

**Laura provided the current status of membership:**

**115 members, 7 have renewed**

**10 business members (2 new)**

## 3. Treasurer Report – Kellie

a. Update

b. Forecast

c. Fun Show profit-

**This was discussed earlier in the meeting under old business. The financial reports are in Dropbox.**

## 4. Secretary Report – Debbie

a. Discuss policy for upcoming events with COIs and contracts

**We discussed that we have been handling contracts with clinicians and facilities on a case by case basis dependent upon our relationship (e.g. if the person is well known to NOVAWE) and we will continue to do this. For new relationships, we will ask the clinician or facility if they have an existing contract that they would like to use. If not, we will use the template/examples in the Contracts Dropbox folder and provide one.**

## 5. Marketing/Publicity Report – Diane

a. Rounding Post for Winter

1. Include article on Kim Hillyer as new Region 6 Director in USAWE

b. Year End Award winners

Biddie will work on year end awards. We will be giving out ribbons and a prize for Intro, Novice A, and Novice B. Laura stated that we do not have any saddle pads but we still have totes. Laura will investigate other prize options.

c. Membership Drive –

1. FB and Mail Chimp posts
2. Holiday Gift Cards or Gift Membership (This name is used on Google Form.)

The membership drive is underway now that we are part of USAWE.

## 6. Events Report – Biddie

a. 2021 events -outline (open for suggestions) Will encourage others to organize Playdays.

Jan – social event – Kick off 2021! (Tentative b/c of Covid- Food, Rules discussion?)

Feb – Clinic for Newbies and Intros

Mar - EOH Fix it Test

Apr – NOVAWE Schooling Show

May – Clinic for Intros, Novice & up

June – Clinic – maybe WE Dressage Clinic or Dressage Fix it Test?

July – Possibly a Playday at Blue Top Farm

Aug – EOH Fix it Test

Sept – NOVAWE Schooling Show

Oct – Fall Fun Fest Show

Nov – Clinic (out of town clinician?)

Due to COVID, we will not plan to do a January event but will investigate having a “Spring Fling” event. It was also mentioned that MDS already has a January clinic scheduled and that we should avoid scheduling events that will conflict with other events. Biddie will investigate what clinics and rated shows are already scheduled for 2021 and put the information into the NOVAWE calendar so we can determine when to schedule NOVAWE events.

For 2021, discussed using Melissa for newbie WE events, Alli for experienced WE events, and Stephanie for play days. We also discussed doing a possible groundwork clinic with \Suzanne Liscouski at Briar Creek and scheduling an event at Beaux Reeves like a Fix a Test.

b. Do we need a survey to see what members needs are and areas that they can help?

We will not do a survey but in the next Rounding Post, Diane will mention the need for volunteers to support NOVAWE events.

c. Fundraiser for 2021 or 2022 – possibly co-host a JPR with BES?

We will wait until 2022 to do a fundraiser. Discussed pairing with BES or Tri-State to learn how to run a JPR.

## 7. Any other business or concerns

Meeting was adjourned by Biddie at 8:45 pm.

Action Items

1. Diane will post September Board Meeting minutes on NOVAWE web site
2. Biddie will ask Mills if she would be willing to continue to be the Volunteer Coordinator
3. Biddie and Diane will work on year-end awards paperwork
4. Laura will investigate the options for year-end award prizes
5. Biddie will update NOVAWE calendar with other local WE events that have been scheduled for 2021
6. Diane will mention the need for volunteers in the next Rounding Post