

NOVAWE BOARD MEETING -MINUTES

Meeting by Google Meet Conference Call

Board of Directors: Laura Guillaudeu, Diane Hutchinson, Biddie Lowry, Nancy Wilochka

10-19-21, / 7:00 pm

Welcome

Old Business

1. Approve minutes from Sept 20, 2021 meeting. Motion made, passed.
2. Update on Action List from Diane
 - a. Quick Books – Laptop specifications – Diane did some research, and perhaps we are simple enough to not need Quickbooks. Is there something that would work other than Quickbooks> Maybe Quicken?
3. Update on Action List from Biddie
 - a. Dropbox status- Biddie moved some files to Dropbox account under novawe.info@gmail.com. The MAIN Business Folder is called NOVAWE – ALL Business. After copying a folder to the new location, she will rename the original folder that is in her Dropbox account with “X Name-moved.” Anything that needs to be shared will be put in Google Drive? Do things need to be in “sheets”?
 - b. Google Drive (under info email) will still be used for Membership, Google Forms, Coggins, & events for event secretaries other than Board members. We will start moving items as we go, keep working with it.
 - c. Clinic with Doreen Atkinson – Clinic will be on April 27 & 28, 2022. Barb Sullivan and Biddie have been working together to organize the clinic, and will have the same prices. One day participants \$155, two-day participants \$300. Doreen can teach 4 sessions as long as she has breaks. This means we can have 12 – 16 riders. Biddie agreed for NOVAWE to pay half of Doreen’s air fare even though Barb offered NOVAWE pay 2/5 and she pay 3/5. Barb also offered and Biddie accepted to reserve 10 spots in the Rated Show for NOVAWE members before opening to the public 3 weeks before the show. The other 10 spots will go to MD group first.
 - d. Membership form (publisher) – Any corrections or additions? Biddie made suggested corrections from Diane on the form.

New Business

1. President Report – Biddie

- a. Motion to regretfully accept Diane Hutchinson's decision not to renew her service to the Board for another two-year term effective 11/30/21. The Board appreciates all that Diane has done for NOVAWE as a Founding Board Member. Motion amended, accepted. Passed.

b. Motion to accept Biddie Lowry's and Laura Guillaudeu's service on the NOVAWE Board for an additional two years (12/1/21 to 11/30/23). Motion made, passed.

c. Operations Manual – Any changes or recommendations? Event/committee items should be in a separate Show Manual, and the operation manual should just say where this new manual should be. Work in Progress.

Diane – take all of the little instructions that we have, like the login to the bank, transferring PayPal money to bank, etc. We should have links to these lists, like Mail Chimp, SmugMug, Facebook, PayPal, Website tasks.

d. Volunteer requirements for 2022

Recommendation to use Volunteer Bucks - Discussion? We would have to track these hours, and how to compensate? We could recognize it with a mention in Rounding Post, or a mini spotlight on an outstanding volunteer? Jot down ideas on how to recognize our volunteers. Maybe a \$5 gift card? Diane noticed that we have a lot of the same volunteers, we need to reach out to get other volunteers. We might be able to send out emails to solicit for volunteers. Biddie will talk to Mills to see if she has any ideas. Also, we could put volunteer's names in bucket, and have one really good prize...

The following people indicated an interest in a Board Position on the Member's Survey. Jerry Obalde, Michelle von Schmidt-Pauli, Kristin Mango, Sarah Drew, Stephanie Jennings. Moved to Executive Session.

(Amendment 11/4/21 - Michelle von Schmidt-Pauli mistakenly indicated on the survey that she was interested in a Board position.)

2. Membership Report -Laura

a. Current Stats – 103 members, 12 business members. If anyone joins in November will automatically be included for 2022.

3. Treasurer Report – Diane

- a. Current Stats: \$8,700 in checking, minus expenses leave us around \$7000 going into next year.
- b. Biddie will take over the signing of checks. There is a United Bank branch in Gainesville, VA, and she will visit to make sure that the transition works. Laura can also deposit checks.

4. Secretary Report – Nancy

- a. All contracts for Oct and Nov events have been signed.
- b. Other: Suggestion for any future Virtual meeting: just give out the meeting link.

5. Marketing/Publicity Report – Diane

- a. Rounding Post update – try for end of month. Or very beginning of November.

- a. Headlines – Fall NOVAWE at Frying Pan, membership renewal, business member listing Cavalor feed
 - b. Spotlight needed on Cavalor
- 6. Events Report – Biddie**
- a. Oct 23 Clinic- all on schedule
 - b. Nov 6 Schooling Show – Committee:
 - 1)Biddie - Event Secretary
 - 2)Obstacle Coordinator – Biddie will ask Stephanie Jennings
 - 3) Volunteer Coordinator – Mills Smith
 - 4) Hospitality Coordinator – Laura G
 - 5) Publicity – will need a Show program – business members need to get stuff to Di
 - 6) Awards Coordinator – Diane (Biddie has ribbons and Diane will get prizes for 1st & 2nd.)
 - 7) Stable Manager – Nancy Action: Biddie will put the show spreadsheet in Google drive.
- 7. Future business or concerns**
- a. November Meeting- Discuss year-end awards plans
 - b. Email from Smugmug to renew business use.
 - c. Biddie asked what do we need to renew every year? Make sure all board members are all on the shared NOVAWE google calendar.

Meeting adjourned at 8:59 p.m.