

NOVAWE BOARD MEETING – Draft Minutes 2-7-22

Meeting by Google Meet Conference Call

Board of Directors: Sarah Drew, Laura Guillaudeu, Stephanie Jennings, Biddie Lowry, Nancy Wilochka

Meeting called to order at 7:05 pm.

2-7-2022

Old Business

1. **Motion to approve minutes from 12-13-21 meeting by Biddie Lowry. Approved.**
 2. Update on Action List from Nancy - Status of Insurance Certificates? **On track**
 3. Update on Action List from Sarah –Report on Accounting Software:
 - ❓ **Sarah’s barn uses QuickBooks Pro, \$1000 a year is cost prohibitive.**
 - ❓ **The non-profit software has several options and we need to know how we will use it in order to choose. One called “Accounts” by a company called Software for Non-Profits. Fresh Books, Money Minder are free/trial, low cost.**
 - ❓ **Bottom line: what do we need from these programs? They are all web-based so more than one user can have access to the books.**
 - ❓ **Currently, we have a single user QBs, and it is on Laura Kniffin’s laptop. Laura K. is able to input debits and credits, but getting reports is problematic.**
 - ❓ **Two important IRS forms to have: 1099’s and the 990 forms.**
 - ❓ **Action: Sarah proposes having Laura K continue what she is doing and Biddie will get information from her. Financial folder on Dropbox has QB reports, monthly reports that Diane did every month and Biddie has one for today.**
 4. Update on Action List from Biddie – **Propose that we do not purchase a document signing company as the cost is too great to include waivers and contracts. Agreed.**
- 4. Status Updates for Member Meeting on 2-13-22:**
- a. Biddie – Will bring raffle tickets. Do we want a program? **No. Last count 29 guests, \$257 from PayPal. Biddie will go to FFPF and test out her laptop to make sure projector will sync.**
 - b. Laura – **Caterer is confirmed, food delivered about 12 pm. Menu: brisket, pulled chicken, mac and cheese, coleslaw. Drinks. Laura will go to ATT and get small gifts**
 - c. Stephanie – **Award prizes and gift bags all prepared.**
 - d. Tasks:
 - a. **Volunteers need contacting for setup and cleanup. 12 people signed up to help set up. Biddie will contact Volunteers and participants.**
 - b. **Vote on Volunteer of the Year (Go to Executive Session.)**

New Business

1. President Report – Biddie

- a. In previous years, NOVAWE paid ATT to post a sign with our logo. Biddie proposes that we not post our sign for two reasons: a) sign has a typo in spelling of Virginia, b) cost last year was double the previous year (\$300). **Discussion. All agree, no banner at ATT.**

- b. Propose authorize purchase of schooling show ribbons for 2022- about \$400. Cost could be reduced by not awarding each trial. Discussion. **All are in favor of Biddie ordering ribbons for all of the trials at each show.**
- c. Propose authorize purchase of 3 more garrocha poles to use in clinic at cost of: \$2.40/ft. A 9 ft pole x 1.25" would cost 21.60; 3 x 21.60= \$64.80 before taxes. **Motion passes by all.**

2. Membership Report -Laura

- a. Current Stats – **we have 74 members now. 9 business members and one pending.**

3. Treasurer Report – Biddie

- a. Current Stats: **We have a total of \$10,937.98 on hand as of 2/2/22 but have expenses to pay for Member Meeting (about \$626) and have one outstanding check (\$525). Forecasted balance \$10,032.98.**
- b. End of Year Report –
 - a. Total 2021 income: \$15,488.35
 - b. Total 2021 expenses: \$13,623.79
 - c. Profit for 2021: \$ 1,864.56
- c. Laura now has the checkbook. Laura and Biddie have check cards. All Board Members have access to the checkbook registry in Dropbox.

4. Secretary Report – Nancy

- a. COI/Contracts **are in work.**

5. Publicity Report –

- a. Rounding Post needed by March. **Biddie called for ideas so she can make an outline, we all need to contribute.**
- b. Sarah has volunteered to write a Spotlight on Bryan Fleming with Horse Times after he pays for the Business Membership.
- c. Need a volunteer to create a flyer that lists all of our Year End Awards to be put on social media and can be included in the next Rounding Post. **Nancy will make a flyer to put on social media.**
- d. Do we need flyers created for Doreen and Susan clinics? Or at least something that can be added to the Rounding Post? **We will use sign ups to see if we need to advertise.**

6. Events Report – Biddie

- a. 3-20 clinic is full.
- b. Have all venues secured. **Update 2/11/22: Meghan Truppner cannot be the judge for the 10-23-22 show. Biddie will find another person to judge.**
- c. Doreen Clinic will open 2-26-22. If you want to be on the Wait List for a second day with Doreen, let Biddie know.

7. Any other business or concerns

- a. LCEA Equine Expo – **TBD. No firm date yet.**
- b. FFPF Horse Expo – 4/30/22. Do we want to set up a booth? (Same day as OSE Licensed Show) **All agreed this is not our target audience, will not participate.**

Meeting Adjourned at 8:30 pm