

NOVAWE BOARD MEETING – Minutes

Meeting by Google Meet Conference Call

Board of Directors

Invited: Laura Guillaudeu, Stephanie Jennings, Biddie Lowry, Mills Smith, Chelsey Tinsley, Nancy Wilochka

Present: [Laura Guillaudeu](#), [Stephanie Jennings](#), [Biddie Lowry](#), [Mills Smith](#), [Chelsey Tinsley](#), [Nancy Wilochka](#)

November 13, 2023 / 7:30 pm

Meeting called to order at: **7:31 pm Welcome to Chelsea Tinsley, new board member.**

Old Business

1. **Motion was made, seconded, and passed to accept Chelsea Tinsley as a NOVAWE Board Member on 10-8-23.** Welcome!
2. Smug Mug yearly subscription fee of \$75 is due soon. Shall we continue this? **Discussion about how much it is used, Stephanie said it was last used Oct 2022. All agreed to not pay for it and not use it.**
3. Operations Manual –**Motion to accept the Operations Manual, v4, as written. Steph proposed an addition – the SEC paperwork needs to be filed annually, and that should be added to the Operations Manual, treasurer’s responsibilities. Biddie discussed how to create a Sponsorship for a rider. Discussion about sending 1099s out – is it \$600 or \$400. Motion to accept as written made by Stephanie, Biddie seconds, motion passed. (Note: Additions suggested were added and the version was renamed v4.1.)**
4. Bylaws – Discussion on change in structure
 - a. Do we change our structure and begin electing officers? New officers could be President, President-Elect, Secretary and then 2 to 4 other Board members. President Elect rotates into President position after 1 year of service. Bylaws revision group can explore options if given the go-ahead. **Stephanie made motion for Bylaws Revision Committee to look into changing the structure to include officers, continue to look into it getting members to sponsor shows. Motion passed.**
 - b. Our insurance covers our events if a member organizes it and only members attend. Members can be members for the year or members for that day. **Stephanie suggested that we call the Non-Member Fee the “NOVAWE Member for the Event”. Biddie will contact the insurance company and ask about any fee for a non-member for our Licensed Show.**
 - c. Laura, Mills, & Biddie – Bylaws Revision Committee

New Business

1. President Report – Biddie-

a. Secretary position – **The contracts and insurance certificates should be taken up by show managers. Chelsea offered to serve as Secretary. Nancy made a motion to accept Chelsea’s offer to be Secretary. Passed.**

Biddie suggests making contracts and insurance the Show Manager’s responsibilities. Biddie reports that USAWE is going to publish a Show Manager document.

b. Propose a virtual member meeting in January to announce end of year awards and begin discussion of new rules. Right now, we have three awards. High Score Dressage, Jim Klosek EOH and Volunteer awards. **Virtual member meeting decided: Tuesday January 16, 2024 via Google Meet.**

c. If membership remains \$40/year, what should member for an event price be? **Tabled. So, if we do a clinic and someone is a non-member, they will need to join for the "event" for \$20. We will need to revisit this for licensed show, Biddie will ask about that with insurance agent.**

2. Membership Report –Laura

- a. Member count: **56 members, 6 business members. Laura is looking at other forms, such as Jot form, which allows for payment from the form. It doesn’t collect the same amount and type of information as Google forms. Jot forms allows for 5 forms per year. Laura will look into the forms more to see what data we need.**

3. Events Report – Biddie

a. March 23-24. 2024 two-day clinic with Jane Renner – Each participant will have 3 rides: 2 small group rides with obstacles and a Coached Ride on a course. Any discussion? **Cost to be determined.**

b. Nov 18, 2023 Playday - 9 am to 2:45 pm at Hampton Hill Farm

1. **Playday is full with a waiting list.**
2. **Biddie will buy gift bags and some inexpensive items to go in the bags. The plan is to give a bag to each participant. Biddie will be spending under \$50 for this. Biddie will bring lunch for her and Tiffany.**
3. **What time to meet to set up on Friday? Meet at 3 pm. There will be 3 volunteers other than Stephanie. Stephanie will decide on Friday whether the playday will be in the outdoor or the indoor.**
4. **Volunteers:**
 - a. **Biddie and Tiffany Turley – all day**
 - b. **Steph – 12:15 pm to 3:00 pm**

4. Secretary

a. All contracts have been signed from clinicians and Frying Pan for the March clinic, the June clinic, and the June show. We will get insurance documents in January to send to USAWE for our licensed show.

5. Treasurer Report – Biddie

a. Strider website and Strider Pay: Rules of website have changed a little bit and we now have a Strider Pay Account where participants can pay by using a credit card or PayPal. We can also add a Venmo account. **Motion to establish a Venmo account.** Discussion: How many bank accounts does NOVAWE have? One. One of the organizations that Steph belongs to recently had several thousand dollars stolen through a PayPal hack, so we need to be careful about how easily accessible our accounts are. Agreement all around. Biddie will check with United Bank, see what fees if any there are to open another account and use that account to link to PayPal and Venmo. That way, our entire balance isn't accessible by hackers. Biddie and Laura will establish new checking account and then come up with process. **Motion to establish Venmo account, once a new bank has been established. Motion passed.**

b. Financial Summary:

Date		As of: 11/9/2023
Checkbook Balance		\$ 11,214.06
PayPal Balance		\$ -
Outstanding Checks/expenses	none	
	subtotal	\$ -
Payments Due (or upcoming)	Smug Mug Yearly Payment	\$ 75.00
	subtotal	\$ 75.00
Future Income	none	
	Subtotal	\$ -
	Forecasted Balance	\$ 11,139.06
	Actual Cash on Hand as of 11/9/23	\$ 11,214.06

6. Anything else?

- a. Membership renewal is coming up, Laura will try to get some mail chimp stuff out by end of month.
- b. Biddie will take a look at our site and update it. Calendar is not working right now. Joanne Masterson is familiar with WordPress, and Biddie can contact her for assistance. Stephanie also works in WordPress too and has volunteered to look at the website and fix the calendar issue.

Meeting adjourned at: 8:52 pm

