

## NOVAWE BOARD MEETING – Minutes

---

### Meeting by Google Meet Conference Call

#### Board of Directors

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

**January 8, 2024 / 7:30 pm**

Meeting called to order at: **7:34 PM**

#### Old Business

1. Venmo Account – This was terminated due to NOVAWE’s funds being tied to Biddie Lowry’s personal account. This created a conflict of interest.
2. Three decisions made via FB Messenger Board Group or by Email:
  - a. Moved the Annual Member Meeting to Monday, January 15<sup>th</sup> at 7 pm. (1-4-24)
  - b. Agreed to budget of \$80 for Volunteer of the Year Awards. (12-13-23)
  - c. Agreed to increase the cost of our events to cover estimated PayPal fees.

#### New Business

##### I. President Report – Biddie-

1. Frying Pan Farm Park Horse Expo: They sent Biddie a form to fill out to be a vendor at their Expo on April 13<sup>th</sup>. No cost for advertising vendors. On the form, it mentions bringing a horse and/or being a sponsor. Discussion about our involvement and who will take the lead. **Booth is at no cost. Hours have previously been 11-5. Nancy will handle booth coordination and sourcing volunteers to staff it. USAWE may have a video to use or we could string along a YouTube playlist to play on a loop.**
2. Coordinators – We need Volunteer, Hospitality, and Obstacle Coordinators for 2024. Discussion: **Mills will continue as Volunteer Coordinator; Laura will continue as Hospitality Coordinator. Stephanie is happy to oversee Obstacle Coordination, but will need volunteer support for events she cannot attend or events where she has other responsibilities.**

##### II. Membership Report –Laura

- a. Member count: **39 members as of today. Ended last year with 56 members. Have ordered volunteer gifts and is following up to check on completion.**

##### III. Events Report – Biddie

- a. March 23-24,2024 Clinic: Clinic filled the first day. 3 people on the Wait List. **Clinic has 12 participants with 3 waitlisted.**

- b. We now have Project Plans for clinics and shows on Excel. All steps are in the sheet and can be sorted by the responsible party. Completion dates should be entered by the responsible party so can be monitored by the named Event Organizer. (Quick demo) **Located in the business folder, then events folder on Dropbox. Each event type, such as clinics and shows, has a folder from there. Group consensus was that the spreadsheet is helpful for organizing events and understanding point person for each task.**
- c. June 8-9<sup>th</sup> Licensed Show: Opening Day to members will be April 1<sup>st</sup>. **A few updates need to be made on the prize list. Once the Competition Manual is approved by USAWE, Chelsea and Biddie will begin working on it.**
  - a. Hospitality – inquire about block of hotel rooms for show.
- d. Sept 7 show: **In between confirming the date with the judge and Frying Pan, Friends of Frying Pan has reserved the date. Waiting to hear if they are confirming those dates or not officially, which should be determined in the next few days. Update: 1/9/23: The Sept 7<sup>th</sup> date is taken.**

**IV. Secretary - Chelsea**

**V. Treasurer Report – Biddie**

- a. PayPal- Because we don't send out shipments (goods), PayPal has a ceiling of \$4000/month on our account. Some of our funds are on hold right now. Biddie is in the process of following the recommended steps to fix the problem. **Continuing to work on following the steps to resolve the issue.**
- b. Affiliate Organization dues (\$50) to USAWE was paid for 2024.
- c. Form 1099-NEC was mailed to R. Algar. Only those recipients who we paid \$600 or more receive a 1099-NEC.
- d. Financial Summary: Updated on 1/9/24 because of PayPal Holds.

Date	As of: 1/9/24
NOVAWE Checking Account (United Bank)	\$ 10,907.72
NOVAWE PayPal Bank Account (United Bank)	\$ 937.58
PayPal funds end of Dec + start of Jan	\$ 5,149.02
subtotal	\$ 16,994.32
<b>Outstanding Checks/expenses</b>	
subtotal	\$ -
<b>Payments Due (or upcoming)</b>	
subtotal	\$ -
<b>Future Income</b>	
Subtotal	\$ -
Forecasted Balance	\$ 16,994.32
Actual Cash on Hand as of 1/9/24	\$ 16,994.32

**VI. Anything else? LCEA Expo: March 19-20 or April 9-10 from 5-8 PM. Stephanie will inform the group when the dates are set.**

**Meeting adjourned at: 8:15 PM**