

NOVAWE BOARD MEETING – Minutes

Meeting by Google Meet Conference Call

Board of Directors

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

December 11, 2023 / 7:30 pm

Meeting called to order at: **7:33 PM**

Old Business

1. Two financial decisions made via FB Messenger Board Group:
 - a. Spent \$234 for yearly Bronze level subscription to Jot Form.
 - b. Spent \$200 CAN (\$154 US) as a booking fee for Lise LeBlanc for the NOVAWE Fall WE Camp
2. Bylaws – Bylaws Revision Committee needs to meet in January
 - a. Discuss change in structure of officers and directors – **Any structure changes will be discussed in the committee meeting and relayed back to the board at a future board meeting. Biddie, Mills and Laura are planning a meeting to discuss these changes.**
 - b. Allow NOVAWE members to organize shows under our insurance-
3. Jan 16, 2024 Member Meeting:
 - a. What should be included in the meeting?
 - i. **Highlights of the rule changes**
 - ii. **Financial snapshot**
 - iii. **Events for this year**
 - iv. **End of Year awards**
 1. **1 award for top dressage score to receive Ribbon**
 2. **Kim Ellis calculating EOH for her award**
 - v. **Q&A Session at the end.**
 - b. Shall we use a Google Form for sign up, Zoom or Google Meet? **Using Zoom this year. Send a link to all members via email. Make Facebook post to check inbox and reference checking email for link as well. Chelsea will track attendance.**
 - c. Who will run the meeting? **Chelsea will run meeting from back end, Biddie to run through slides.**
 - d. Volunteer of the Year award- gift? **2 People are tied to receive the award. Laura is planning to purchase a gift for each winner.**
4. Ask insurance agent about “NOVAWE Member for the Event” fee for our licensed show: **Biddie still needs to contact the insurance company and ask about any necessary fees for a non-member for our Licensed Show.**
5. Biddie fixed the calendar issue on the website. **NOVAWE’s calendar includes our events solely since Oak Spring includes all area events on their calendar.**

New Business

I. President Report – Biddie-

1. Year End Awards - 2024

- a. Propose that we use an average of dressage/EOH scores from each show that our members attend for these awards. Those shows will be any show we organize and any USAWE Licensed Show. Can we include other Virginia Schooling Shows organized by others? **Each board member agreed to this proposal.**
 - b. Awards – Propose Youth, Open, and Amateur Divisions at each level – **Each board member was in agreement to this as well.**
 - c. Awards- Just Champion and Reserve or placements to 6th place? **Champion and reserve were selected as the best option and agreed up by all board members as it mirrors other WE organizations.**
 - d. Propose having a banquet in December of 2024 or January of 2025 with member purchased tickets. **With several events planned for 2024, the board decided to postpone hosting a banquet in 2024 for now, but may host one in the future.**
 - e. Kim Ellis contacted about compiling EOH scores for Klosek EOH award. **Kim is still in process of calculating this.**
2. Mail Chimp – going out in January about 2024. We will ask members to volunteer to serve on the Licensed Show Committee and the Fall WE Camp Committee.

II. Membership Report –Laura

- a. Member count: **16 Members have renewed so far, which is 28.5% of current membership. Two more reminders are going out before changing membership statuses for 2024. One will go to entire membership list to help push membership. Instead of offering business memberships, NOVAWE will offer sponsorship opportunities this year. Individual memberships are \$40 and Youth membership is complimentary. Youth membership will mirror USAWE standards that youth are age 7-17 on January 1 of that calendar year.**

III. Events Report – Biddie

- a. Dates for 2024:
 - i. March 23-24,2024 Clinic: Sign up form for March Clinic is almost ready. Opening day will be on January 4, 2023.
 - ii. In an email dated 11/30/23, March clinic price was decided by majority of the Board to be \$395 for those stabling and \$355 for those hauling in each day. **Motion to add an office fee of \$5 to cover the cost of subscribing to Jot Form for the year. In addition, have a \$5 increase on each office fee for each event this year. Biddie made the motion, Stephanie seconded, no discussion, motion passes unanimously.**
 - iii. June 7, 2024: Polly Limond Clinic – nothing new

- iv. June 8-9, 2024: USAWE Licensed Show: Need a Show Committee created & a Prize List developed. **Chelsea and Biddie will work on a prize list with a targeted opening date of April 1st.**
- v. Sept 7, 2024: Schooling Show, tentative – **Kim Hillyer was asked about both potential schooling show dates and waiting to hear back which works for her.**
- vi. Oct 19, 2024: another SS or clinic? Or Halloween Fun Day? **Table the other date for potential small licensed show, another schooling show, play day, etc. Positive feedback on play days, so additional discussion included pushing for members to host additional play days in 2024.**
- vii. November 8-10: NOVAWE Fall WE Camp. Lise LeBlanc will be the first instructor. Kim Hillyer has been contacted to be the second instructor. We have a contract from Frying Pan to use their facility. **A Committee will put it together, so it doesn't fall on the board entirely. This topic will be mentioned at the annual meeting. There is Pat Melton's layout for our guidance as well in planning the camp.**

IV. Secretary - Chelsea (no report)

V. Treasurer Report – Biddie

- a. Biddie and Laura opened a new Business Checking account with United Bank. Future funds from PayPal and Venmo will be transferred to this new account (Called the NOVAWE PayPal Account) and then transferred to the regular checking account.
- b. Biddie established a NOVAWE Business account with Venmo. Our address is: @novawe2019.
- c. Financial Summary:

| Date | | As of: 12/10/2023 |
|------------------------------------|--|-------------------|
| NOVAWE Checking Account | | \$ 10,917.45 |
| NOVAWE PayPal Bank Account | | \$ 50.00 |
| PayPal.com Balance | | \$ 504.26 |
| Outstanding Checks/expenses | | |
| | subtotal | \$ - |
| Payments Due (or upcoming) | | |
| | USAWE Affiliate Organization dues | \$ 50.00 |
| | LCEA membership | \$ 50.00 |
| | subtotal | \$ 100.00 |
| Future Income | Member Designated Funds (14 x \$5) | \$ 70.00 |
| | 20 NOVAWE memberships @ \$38.11 each (\$40 fee via PayPal has \$1.89 fee) | \$ 762.20 |
| | Subtotal | \$ 832.20 |
| | Forecasted Balance | \$ 12,203.91 |
| | Actual Cash on Hand as of 12/10/23 | \$ 11,471.71 |

VI. Anything else? Does NOVAWE want to be a part of WEE show series? Stephanie made a motion for the NOVAWE licensed show to be part of Working Equitation East's 2024 Year End Program. Nancy Seconded, No Discussion. Motion Passes unanimously.

Meeting adjourned at: 8:20 PM