



**VADA/Nova Board Meeting
March 16, 2020 Agenda
(via Teleconference)**

The meeting was called to order at 7:05 pm. All members present: Dilly Jackson had to leave early.

Priority Items

1. Extraordinary Board Meeting via email re Show Impact of COVID-19

- a. The Board convened via email several days prior to the scheduled meeting to exchange views on whether to hold the March 21 Schooling Show and April 4-5 licensed show, both at Morven Park Equestrian Center. As the discussion took place, USEF and USDF issued guidance for competition organizers and riders and a national state of emergency was declared. Based on those developments and the sense of the Board that it had to do everything possible to ensure the safety of its members and the larger community, the decision was reached on March 14, to cancel the Schooling Show and suspend entries for the licensed show. The decision about the licensed show will be revisited at the March 16 regularly scheduled board meeting. The following message was sent by e-blast and posted on FB:

Covid-19 Leads to Cancelled/ Suspended Events

VADA/Nova is taking the following actions with respect to our scheduled events due to COVID-19 and In line with direction from the USEF and the Nationally declared State of Emergency:

Our schooling show scheduled for Saturday, March 21st is cancelled . We will be in touch with entrants regarding refunds. We will continue to monitor the situation and will consider the viability of rescheduling this show if at all possible.

Our April licensed show is suspended as of today. We will provide updates on the April show after we meet as a Board with our management team.

Please see our website for the letter we received from the USEF .

Please follow us on our Facebook page and/or our website for further information and updates on scheduled events.

- b. Additional items to be discussed:
 - i. April licensed show – the Board agreed that under the current circumstances, the show will be cancelled. **ACTION:** It will be posted on FB and sent out through an eblast. Refunds will be processed.



1. Michelle Lachner will contact judges, TD, emergency, and others under contract. Michelle pointed out that we will need to pay some cancellation costs and offer the judges dates in 2021 (or 2020 if available).
- ii. Morven Park policy on cancellations/rescheduling – Morven is willing to reschedule on June 27 or over the July 4th weekend, but the 27th conflicts with a George Williams clinic June 27-28
 1. **ACTION:** Michelle to check if the judge for March 21 is available for July 5
 2. **ACTION:** Sheli needs copies of the VN judge and clinician contracts
- iii. Possibility of virtual activities (PVDA is doing a virtual show) – there was a brief discussion, but there would need to be rules (as in
- iv. Refund policies – normal refund policies should go in the Green Book, but the refunds would be specific to the current circumstances
- v. Communications plan – Michelle L is handling everyone under contract; Diann is dealing with Morven; show management is dealing with competitors
- vi. Action plan – Sheli will handle PP refunds including from Event Clinics; Diann and Tina will shred any checks received

1. Board Items

- a. Review and Approval of Minutes
 1. Minutes of February 10, 2020 circulated for comment
 2. The minutes were approved unanimously.
- b. Treasurer's Report
 1. Silent auction proceeds: \$3,038
 2. Checking a/c: \$51,625.62
 3. Savings a/c: \$45,153.09
 4. Some funds still pending from Paypal transfers
 5. Dilly reminded everyone that she intends to transfer the treasurer function

2. Review/Update of Action Items

- a. The Secretary reminded everyone to check the list and complete any actions still open, especially anything related to March distribution of the 1st section of the Green Book.
 - a) **ACTION:** Need to have a Communications Committee meeting in the next week (include Heather at EVO to discuss including color and layout)

3. Membership Committee (Anne Harrington)

- a. 155 members as of 3/16/20; used PP; 3 used Event Clinics
- b. Committee Report: Anne and Lisa Rowe will organize a teleconference to continue discussion of membership management platforms (Diann C, Anne, Lisa Rowe, Judy, Rachel, Michelle, others?)
 - a) Anne/Lisa will work with relevant committees to set up a meeting



4. Publications Committee Report (Diann Carpenter)

- a. We need to work quickly to get the March Green Book part 1 out.
 - a. Mary - description of the adult camp (clinician bios, tentative program, etc),
 - b. Lisa Rice - full page for the low stress fix a test
- b. Reminder: the publication schedule for the year is:
 - a. Paper newsletters – 2 newsletters in January and July
 - b. Green Book – 2 editions in March and October
 - c. Electronic newsletter publication should be on a regular basis – newsletter every other month between paper editions (March, May, September, November)
 1. Rachel to provide schedule with reminders for content submission deadlines

5. Licensed Show Committee Report

- a. See discussion above; will discuss the May show at the April meeting.
- b. Committee Meeting date – TBD – probably after the Morven contract meeting – early March (Diann C out March 6-14)

6. Schooling Show Committee Report

- a. See discussion above
- b. CDCTA – joint schooling show – discussion deferred until Sheli is back

7. Education and Clinics Report

- c. Diann C highlighted that we need to have a standard financial format for all clinics/shows to be able to track how we spend our money so we can be more transparent in explaining to explain to our members how funds are used. Anne will circulated current formats, including the USDF template. There was a discussion of the importance of publishing a transparent accounting of the organization that reflects our annual operating budget, how much we hold as a reserve, and what our contingency is. This will also allow us to budget more precisely for things like equipment purchases, improvements, etc.
- a. March 4 – Judges Roundtable – very successful and article with photo ready for the newsletter
- b. March 7 – Sport Psychologist clinic – also very successful. The clinician was very effective and attendees participated actively in the discussion.
- c. July Adult Camp – Sheli noted that we need bios for both of the instructors if we want to apply for a USDF grant; otherwise we can use the VADA grant.
 - a) ACTION: Anne to send any bio information mentioning GMO clinics to Sheli. If we cannot pull together enough information for the USDF grant, we will use that for the FAT and use VADA for the camp.

8. Awards Committee Report

- a. we need to evaluate whether/how we plan to change awards for 2020. Show cancellations could have a significant impact on the ability to earn scored for both schooling and licensed shows
 - a) Premature to change anything at this point and include in the Green Book (eliminating awards, changes to qualifying scores, changes sponsorships);



current rules are sufficient and clear. If there are changes, they should go in the Green Book Part 2. This could also address volunteer hours, but we have to evaluate based on the ongoing pandemic

9. Announcements/Other Business/Topics

- a. VADA/Nova Topics – Michelle L reminded us that we have a sheet that designates how many VN bucks are awarded per hours. Heidi Berry’s husband did a lot of work and the Board approved \$10 in bucks for his efforts.
- b. Other VADA topics – Chapter Challenge is at Maine Gate Farm a little south of Lexington near Natural Bridge on August 15. Will VN do its usual furthest distance traveled for \$50. The board agreed by consensus to support that and to provide \$50 for the MFS. Nancy Lowey will judge
- c. Other Region 1 topics
- d. USDF/USEF topics

10. Upcoming Dates

11. Other Business

12. Adjournment – Meeting was adjourned at 8:45 pm. The next meeting is April 13, 2020 via teleconference.